

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Richard Schadewald, John Van Dyck

EXECUTIVE COMMITTEE

Monday, July 11, 2016

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

*** REVISED – See Item 16a ***

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of June 6, 2016.

Comments from the Public

1. Review Minutes of: (None)

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Human Resources Report

- a) Insurance Update from M3.
- b) Turnover Report for May 2016.
- c) Department Vacancies Report as of June 2016.
- d) Position Approval Lists through June 27, 2016.

Communications

4. Communication from Supervisor Kaster re: Review the new Medical Examiner/Forensic Pathologist Department operation and relationship with funeral homes – include input from funeral homes. *Held for one month.*
5. Communication from Supervisor Campbell to establish a Personnel Committee for Brown County. *Referred from June County Board.*
6. Referral from Supervisor Zima requesting June Executive Committee agenda item #11e (Closed Session: Discussion regarding the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department) be referred back to next month's Executive Committee. *Referred from June County Board.* See Items 17, 18 & 19
7. Communication from Supervisors Sieber and Linssen to ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. *Referred from June County Board.*

8. Communication from Supervisor Van Dyck re: Recind the amendment to Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code entitled “Grievance Procedure” made by the County Board in 2014. *Referred from June County Board.*
9. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure county board policies are followed, and present them yearly to Administration to ensure compliance. *Referred to July meeting.*

Resolutions, Ordinances

10. Ordinance Amending Section 4.93 of Chapter 4 of the Brown County code entitled “Grievance Procedure”. *Held until July.*
11. Resolution re: Reclassification of the Account Clerk II Position in the Treasurer’s Department Table of Organization.
12. Resolution re: Authority to Execute a 2016 Labor Agreement with the Brown County Community Treatment Center Registered Nurses.
13. Resolution re: Reorganization of the Human Services – Community Treatment Center Table of Organization.
14. Resolution re: Reclassification of the Clerk/Typist II Position in the Clerk of Courts Table of Organization.
15. Resolution re: Reclassification of the LTE Legal Assistant I position in the District Attorney’s Office Table of Organization.
16. Resolution re: Reorganization of the Sheriff’s Department Table of Organization Housing Corporal and Intake Corporal.
- *16a. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as “Extra Pay” and “Policy”.

Reports

17. Brown County Financial Statement Results – Levy Funded Departments as of May 2016.
18. County Executive Report
 - a) Budget Status Financial Report for May 2016.
19. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report – May 2016 (Unaudited).
 - b) Monthly Status Update: June 1 – June 30, 2016.

Treasurer

20. ACTION - Review and approval or rejection of bids for vacant land tax deed properties:
(Bid results of 6-30-16 attached)

| Parcel # | Municipality | Address | Min. Starting Bid | High Bid | #of Bids |
|----------|-------------------|-------------------|-------------------|----------|----------|
| M-147 | Town of Morrison | 3195 Mill Road | \$ 5,933 | \$ 8,075 | 3 |
| ND-278-1 | T. of New Denmark | 6029 Benecke Road | \$ 2,000 | \$ 7,250 | 42 |

Closed Sessions

21. Open Session: Discussion and possible action regarding convening in closed session to discuss the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department.
22. Closed Session: Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened closed session for

purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

23. Reconvene in Open Session: Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department.

Other

24. Such other matters as authorized by law.
25. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, June 6, 2016 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Vice-Chair Moynihan, Supervisor Van Dyck, Supervisor Hoyer, Supervisor Buckley, Supervisor Erickson, Supervisor Schadewald
Also Present: Chad Weininger, Brittany Zaehring, Christina Connell, Dan Process, Paul Zeller; Supervisors Kaster, Evans, Dantinne, Linssen, Landwehr and Zima; news media and other interested parties

**Audio of this meeting is available by contacting the County Board office at 920-448-4015*

I. Call meeting to order:

The meeting was called to order by Chair Lund at 5:30 p.m.

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to modify the agenda to strike verbiage after the asterisk on Item 6; take Items 19 & 20 after 13, and strike Items 20a, b & c. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of May 9, 2016.

Motion made by Supervisor Moynihan, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public None.

1. Review Minutes of:

a) **LEAN Steering Committee (April 7, 2016).**

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Van Dyck arrived at 5:35 p.m.

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

With regard to the von Briesen bills, Evans questioned if they were going to be getting a greater breakdown? Zima stated they were blindsided by the affair in the Corporation Counsel's office and then they saw the bills over \$5,000, it was \$27,000 last month, then there was another \$60,000 and questioned if there were bills even before this on this matter?

Weininger asked if they could let go of the \$352 and \$4,004 because they had to do with collective bargaining. Evans interjected that he didn't know that and questioned how much more work were they doing with von Briesen. Weininger informed that they did most of their employee issues and had representing them on labor contract. He didn't have a long history here and didn't know how long they were with the county. Evans requested that the committee hold the bills and have them next month with a greater explanation.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. *Moynihan rescinded his motion.*

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald to pay the bills with the exception to the bills related to von Briesen and Roper requesting further explanation as to what the payments were for. Vote taken. MOTION CARRIED UNANIMOUSLY

Zima reminded the committee of the problems they had in the past. When they finally got the detail on some of the charges, they didn't pay them all. Things should be in detail. Zima added that he and other supervisors were interested in what the breakdown of this company was regarding the resignation of Corporation Counsel, what were the total bills with regard to that operation. He thought they put into effect a rule that said that any contract services for attorney fees that were itemized in the budget be spent according to the budget that was approved by the County Board. Any other monies that were in the contract service account couldn't be spent until it before the committee to have it justified because they make policy decision at budget time regarding that. He asked that the chair find out where the policy lied with regard to how contracted services for attorney fees had to be spent.

Referral from May County Board

3. **Referral of bills under "Corporation Counsel" to Executive Committee for explanation to the County Board.**

Although this discussion was related to Item #3, this discussion ensued under Item 2: Weininger believed they should have seen a more detailed report on the \$9,935 as well as the \$13,247 which was for an investigation, the \$352 was labor related and not related to any investigation and the \$4,004 was dealing with collective bargaining. The other bills, if it pleased the committee he could get more detailed descriptions to the bills that Evans was referring to. Lund felt that even if they were litigation they should know what they are referring to. HR matters could be many different things.

Evans felt seeing this in writing was important. Schadewald informed that the detailed information was provided in the May Executive Committee agenda packet material.

Motion made by Supervisor Moynihan, seconded by Supervisor Schadewald to approve the bills held. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

4. **Communication from Supervisor Kaster re: Review the new Medical Examiner/Forensic Pathologist Department operation and relationship with funeral homes – include input from funeral homes. *Referred from May County Board.***

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Communication from Supervisor Erickson re: That staff look at including the purchase of a drone in the 2017 budget to be collectively used by Planning, Public Works, Airport, Zoning, Parks, NEW Zoo and any other county departments that may have a need for these types of video or pictures. *Held for one month.***

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Communication from Supervisor Lund: I would ask the Executive Committee to review the process of resignations and separation of department heads and how this is communicated to the County Board; ~~*in particular with regard to the resignation of Corporation Counsel with possible closed session. See Items 20a, 20b & 20c. Referred from May County Board - Revised 6/3/16.~~**

Lund informed that he had spoken with Director of Administration Chad Weininger and he stated the board had the ability to set policy in which Administration had to follow. They could change Chapter 4 to require any separation or resignations to come before the County Board through the chairman of a

committee. Lund didn't think the County Board should end up in a situation not knowing why people resign.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to direct Supervisor Lund to work in concert with Administration to develop a policy in regard to Supervisor Lund's communication. Vote taken. MOTION CARRIED UNANIMOUSLY

- *6a. Communication from Supervisor Erickson re: Discussion and possible action requiring department heads to keep County Board Resolution binder along with internal policy binder to ensure county board policies are followed, and present them yearly to Administration to ensure compliance.**

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald to refer to the July meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

- 7. Resolution Authorizing use of General Fund for Employee Wage Adjustments.**

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve. Vote taken. Nay: Van Dyck, Buckley. MOTION CARRIED 5 to 2

- 8. Resolution re: Reclassification of the Service Desk Specialist Position in the Technology Services Table or Organization.**

Motion made by Supervisor Moynihan, seconded by Supervisor Schadewald to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 9. Resolution re: Reclassification of the Senior Payroll & Benefits Specialist Position in the Human Resources Table or Organization.**

Van Dyck asked for an explanation, he agreed in making a change to the classification but didn't understand why the jump from paygrades with a range of \$62,699 to \$94,000. How was their position wage in comparison to that number? Human Resources Director Brittany Zaehring informed that the analysis that the HR Department did was more in depth than what was used for Wipfli, it was just provided so they could see it. They were asking this position to oversee their benefits budget, when they add in all of the benefits it was over \$25 million dollars. It was an area that had not had any attention paid to it, not only since the position was vacant since last June but the turnover prior to last June in that position had been almost the same turnover that there had been in her position. They had been woefully under regulating and monitoring benefits and they needed someone who had the skillset to actually do this and as they had gone out to the marketplace for over a year, they had not been able to attract any talent. Also, when they come here, they want to feel like they will be able to have some movement and continue and not come in and be stuck right where they are so she felt based on the fact that for over a year they haven't been able to fill this position, they had been turned down twice by candidates and now the top two candidates that they have, this was the range they were looking for between \$75K and \$80K and she felt this was fair in comparison. In looking at other counties, the actual job duties, just because a county calls something one thing, doesn't mean that's what the actual duties do. When they looked not only these counties but at the market, they felt this was appropriate placement in the range. The classification that they were trying to put them in gave them some room over time for approved increases. Van Dyck's concern was still the top at \$94K. The minute they make this change it could potentially open up to allow a hiring at \$94K and they ran into this situation before. He didn't have a problem raising the rate. It was a bigger issue within the county as a whole. Zaehring informed that that was not in her budget so that's not what she was doing, the salary range, not including benefits and fringes, was \$78K. She referred to the last page which shown the fringe.

Schadewald stated these were ranges for a position that had been vacant which impacted millions of dollars. In conjunction with that, the county was heading into a year where their funding for health

insurance was unsustainable. They were pushing it off and last year again there were changes that the Administration Committee made but they got pushed off at the County Board level. They were in a hole and they had to look at benefits extensively this year, to the tune of \$2.79M in adjustments. Schadewald referred to a handout (attached) in which he spoke to. \$2.79M just to put money in for HRAs, it was unsustainable. This was a big year for benefit analysis and he believed they needed to hire someone, they had to become part of the marketplace and he felt the sooner they got someone on board the better this year and the budgetary year is going to be in place. This analysis was not the salary of the person; this was millions of dollars of impact. So that's why the Administration Committee backed this proposal because they saw the need, the county needed this position.

Buckley agreed with Van Dyck on having some concerns. He realized they had upcoming challenges in the benefits area; however, he questioned how hard they looked in the past for this position and even now. Zaehring couldn't speak to the first two listings as she wasn't with Brown County. When she arrived, she did some work on the job description; they resent it out to Society for Human Resource Management (SHRM), the organization that did certification for employee benefits, which had not been done in the past. They sent it to other HR specialists who had contacts within the health insurance arena. They reached out and made sure Humana employees knew what was going on. She didn't have a number specifically but what she saw, Humana was paying higher than what the county was paying. Buckley felt it was a pretty good salary at \$80,000.

Schadewald stated you had to have a range, but after you hire the person their future increases were not the range, they are what the County Board approves so the only way it can get to be bad is by the County Board, it was HR. The marketplace right now, they had not been keeping up and they found it in every department. The county was not competitive so they were not getting the people they wanted because they were not able to offer the salaries. It was happening in a lot of places, businesses were able to offer more and insurance and such.

Zaehring stated to keep in mind that they were not bringing someone in who was going to be managing a going concern, there were no policies in benefits, right now they had a specialist who was the only benefits person and she started last August. There was no supervision and she was barely keeping afloat. They don't only need someone who understood benefits, she needed someone who could come and basically create a benefits department. They needed complete development of this department and managing the assets.

Moynihan informed that at the end of the day, this was the cost of doing business of the business of Brown County. Year after year they see the mass exodus of employees and this is the reason why they were not retaining people because of the wages. He wholeheartedly agreed with the re-class and the approval thereof.

Buckley added that it was about the wages as well as the working conditions.

Motion made by Supervisor Schadewald, seconded by Supervisor Moynihan to approve. Vote taken. Nay: Buckley, Van Dyck. MOTION CARRIED 5 to 2.

Although shown in proper format, Items 2 and 3 were taken at this time.

Reports

10. Brown County Financial Statement Results – Levy Funded Departments as of April 2016.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Human Resources Report.

a) Turnover Report for April 2016.

Motion made by Supervisor Schadewald, seconded by Supervisor Buckley to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

b) 2016 Vacancies Report.

Motion made by Supervisor Schadewald, seconded by Supervisor Moynihan to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

c) Position Approval List.

Motion made by Supervisor Schadewald, seconded by Supervisor Moynihan to approve. Vote taken.
Nay: Buckley. MOTION CARRIED 6 to 1

12. County Executive Report.

a) Budget Status Financial Report for April 2016.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

13. Internal Auditor Report.

a) Board of Supervisors Budget Status Financial Report – April 2016 (Unaudited).

Motion made by Supervisor Buckley, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b) Monthly Status Update: May 1 – May 31, 2016.

Motion made by Supervisor Van Dyck, seconded by Supervisor Buckley to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in proper format Item 19 was taken at this time.

Treasurer

14. ACTION - Final Review and approval of sale of tax deed property from previous month:

| Parcel # | Municipality: | Address: | (May) Price Set at: |
|----------|------------------|-----------------|---------------------|
| R-8-1 | Town of Rockland | Old Martin Road | \$ 220 |

Motion made by Supervisor Schadewald, seconded by Supervisor Erickson to approve the sale of Parcel R-8-1 to Ron & Carol Vandewalle for \$220. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Discussion/Action regarding previous owner (Javier Inca) request to purchase back the following Parcels per BC Ordinance 3.06 (5)(c):

| | |
|---------------|-------------------|
| Parcel 1-20-1 | 1070 Roscoe St. |
| Parcel 14-997 | 1130 Stuart St. |
| Parcel 6-469 | 901 Irvington St. |

(c) Preference to Former Owner. The County Board shall, at its option, provide that in the sale of tax deeded lands, the former owner who lost his title through delinquent tax collection enforcement procedure, or his heirs, may be given such preference in the right to purchase such lands as determined by the County Board. Such sales shall be exempt from any or all provisions of Section 75.69 Wisconsin Statutes. This paragraph shall not apply to tax deeded lands which have been improved or dedicated to a public use by such municipality subsequent to its acquisition.
9/9/2014 Updated August 2014 3(5).

Treasurer Zeller informed the foreclosure hearing occurred on April 8, 2016, all owners were notified of that and this was the culmination of the foreclosure proceedings. The Circuit Court Judge deeded the

parcels to Brown County. The previous owner contacted the Treasurer's office and Corporation Counsel's office on April 14, 2016 to request 90 additional days to pay. Neither the Treasurer nor Corporation Counsel can provide that and his reading of the statute would indicated that the only remedy that the former owner had was to purchase the properties back from Brown County. These properties were all awaiting a sale decision by this committee. Each of these parcels had a total in rem foreclosure cost; Parcel 1-20-1 \$4,158.74 plus \$30 recording fee Register of Deeds Office; Parcel 14-997 \$13,237.80 plus \$30 recording fee; Parcel 6-469 \$8,016.36 plus \$30 recording fee.

Assistant Corporation Counsel Brent Haroldson informed from his perspective the service was adequate and Mr. Inca contacted him indicating he didn't receive notice. He had multiple addresses on file with the Treasurer's office. At the time he was living in Milwaukee and never updated them with an updated address. He was not only notified via certified mail on December 3rd, publication was made consistent with statute on December 13th, 20th and 27th. Mr. Inca did not show up at the hearing on April 8th and had contacted after the fact and at that point the judgement had been signed by the judge and vested title in Brown County. Mr. Inca was requesting that he be allowed to redeem the properties for the 2012 taxes but that didn't help on the delinquencies still out there from 2013 through 2016. The likelihood of getting the property for that amount was just going to result in this action starting again later this fall. As the Treasurer had stated, he had some recourse to repurchase the properties and this committee had some authority to allow him to do so, given that his title in Brown County name right now, it seemed reasonable that the tax delinquency would be the sale price and that's by statutes. The ordinance gave this board the discretion to sell at that price; he was not saying they had to. He declined his request to vacate that judgement until there was any sort of decision by this board. The 90-days for all the other parcel owners expired on July 13, giving him an additional 90 days from today's date gave him more time than anyone else had the opportunity to have that received the same notice and the same opportunities to appear and make that request. He will follow with the board's instructions on how to proceed. The difficulty and what he needed to look into was the fact that it was now titled in Brown County's name and if they were selling it for the entire delinquency amount that was one thing but to sell it for one year he would have to look and see if they could add the previous years.

Zeller informed that those prices would be paid up taxes and would include the property taxes and the special assessments applied by the City of Green Bay for unpaid utility bills, unpaid water, etc. We would be made whole and then we would revert back into the previous owner's name. It was officially a sale, a deed transfer and they had to go through all the formalities of selling the parcel, just like any other parcel. Moynihan felt that if they sold these parcels, maybe there should be an associated cost for staff hours involved.

Motion made by Supervisor Schadewald, seconded by Supervisor Moynihan to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Javier Inca was present to speak to the reasons he believed an additional 90 days should be granted to be able to come up with the fees to cover the tax delinquencies and have his request to vacate the judgement.

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to return to regular order of business. Vote taken. Excused: Erickson. MOTION CARRIED

A lengthy discussion ensued with regard to why Mr. Inca decided not to pay his taxes, what resided at the properties currently as well as options and possibilities of him paying back the delinquencies. At one point Supervisor Schadewald suggested giving Inca until July 31, 2016 to pay in full what is due on Roscoe, Stewart or Irvington so he could maintain a residence for his family.

Motion made by Supervisor Buckley, seconded by Supervisor Van Dyck to deny Mr. Javier Inca's request for purchase. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Discussion/Action** – Evaluation of a City of Green Bay Redevelopment Authority offer to purchase Brown County owned parcels located in the City of Green Bay.

Parcels for consideration:

| | GB Properties | Brown Cty | Est. 2016 | BC owed | BC owed | BC owed | Municipal |
|----------|---------------------|-------------|-----------|------------|--------------|----------|-----------|
| PARCEL | PARCEL ADDRESS | General TIP | Prop Tax | Title Fees | Class 3 \$\$ | GAL \$\$ | PRICE \$ |
| 7-740 | 1132 Harvey St. | 4,820.48 | - | 50.00 | 98.00 | 5.00 | 4,973.48 |
| 7-738 | 1142 Harvey St. | 3,346.07 | - | 50.00 | 98.00 | 5.00 | 3,499.07 |
| 19-423 | 1724 Eastman Ave. | 2,953.34 | - | 50.00 | 98.00 | 5.00 | 3,106.34 |
| 7-328 | 909 Smith St. | 1,877.39 | - | 50.00 | 98.00 | 5.00 | 2,030.39 |
| 7-411 | 1361-1363 Smith St. | 11,542.77 | - | 50.00 | 98.00 | 5.00 | 11,695.77 |
| 1-20-1 | 1070 Roscoe St | 2,463.70 | 466.00 | 50.00 | 113.00 | 5.00 | 3,097.70 |
| 14-997 | 1130 Stuart St | 9,348.30 | 1,767.15 | 50.00 | 113.00 | 5.00 | 11,283.45 |
| 18-31 | 821 Shea Av. | 1,538.62 | 291.00 | 50.00 | 113.00 | 5.00 | 1,997.62 |
| 18-49 | Gallagher Av | 288.84 | 55.00 | 50.00 | 113.00 | 5.00 | 511.84 |
| 18-50 | Gallagher Av | 288.84 | 55.00 | 50.00 | 113.00 | 5.00 | 511.84 |
| 18-51 | Gallagher Av | 288.84 | 55.00 | 50.00 | 113.00 | 5.00 | 511.84 |
| 18-52 | Gallagher Av | 288.84 | 55.00 | 50.00 | 113.00 | 5.00 | 511.84 |
| 19-141-A | 435 Newhall St | 5,849.18 | 1,288.00 | 50.00 | 113.00 | 5.00 | 7,305.18 |
| 19-273 | 235 Newhall St | 10,069.61 | 1,904.00 | 50.00 | 113.00 | 5.00 | 12,141.61 |
| 20-64 | 1151 Reber St | 1,454.31 | 275.00 | 50.00 | 113.00 | 5.00 | 1,897.31 |

| | | | | | | | |
|----------|-------------------|------------|-----------|----------|----------|--------|------------|
| 20-162 | 1019 Berner St | 19,010.81 | 1,456.00 | 50.00 | 113.00 | 5.00 | 20,634.81 |
| 3-12 | 1064 Shawano Av | 5,437.83 | 402.00 | 50.00 | 113.00 | 5.00 | 6,007.83 |
| 3-1175-R | 223 S Buchanan St | 8,178.73 | 1,542.00 | 50.00 | 113.00 | 5.00 | 9,888.73 |
| 5-330 | 1004 Dousman St | 8,050.40 | 1,522.00 | 50.00 | 113.00 | 5.00 | 9,740.40 |
| 6-469 | 901 Irvington St | 6,140.88 | 828.00 | 50.00 | 113.00 | 5.00 | 7,136.88 |
| 8-279 | 313 St George St | 2,079.09 | 393.00 | 50.00 | 113.00 | 5.00 | 2,640.09 |
| | TOTALS | 105,316.87 | 12,354.15 | 1,050.00 | 2,298.00 | 105.00 | 121,124.02 |

Motion made by Supervisor Hoyer, seconded by Supervisor Buckley to open the floor to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

Cheryl Renier-Wigg & Ken Rovinski, City of Green Bay Neighborhood Division

Renier-Wigg stated that in the past year, 1720 Carriage Ct., horrible house was remodeled; 308 S. Quincy they purchased from the county, they will be breaking ground soon on a brand new house; 327 S. Quincy, brand new house on site, \$175,000 value; 163 Chicago, Habitat is breaking ground in August and 828 Lark they decided an agreement for market reconstruction on that property. They had the pressure as well to not keep properties off the tax rolls. They had a great relationship with Treasurer Paul Zeller, more so than they had in the past. Lund agreed, he was really working on selling the properties and it was unbelievable as they used to only do it once a year. Renier-Wigg added that it was a good relationship to have. With regard to the floodplain lots, they didn't think those were good to sit there unimproved either, part of the problem with six other properties was that they couldn't build on them but they were thinking they could pull off a community garden. Lund informed the county was very interested in expanding the community gardens program.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to approve. Vote taken. MOTION CARRIED

17. **Optional closed session (if Executive Committee desires) agenda item to discuss any issues involving bargaining the potential sale of the above listed parcels (as provided by WI Statute 19.85) 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**

18. Treasurer's Office Personnel Updates - Retirement of Account Clerk II effective 6-3-16.

No action needed.

Closed Session re: Grievances

- 19. Closed Session: Deliberation, non-evidentiary discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances. Pursuant to Wis. Stat., § 19.85(1)(a), any meeting of a governmental body may be convened in closed session for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. And, pursuant to Wis. Stat., § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter.**

Motion made by Supervisor Moynihan, Seconded by Supervisor Hoyer to move into closed session.

Roll Call: Buckley, Van Dyck, Hoyer, Moynihan, Lund, Erickson, Schadewald.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to return to open session at 7:43 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

- 20. Reconvene in Open Session: Discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances.**

In the matter of Anthony Elfe, Case No. 2016-001, on June 6, 2016, due to Grievant filing a Notice of Appeal of the Decision of the Independent Hearing Officer (IHO) in this case, the Brown County Board of Supervisors (BCBOS) conducted a Grievance Session pursuant to Chapter 4 of the Brown County Code of Ordinances as Revised on 07-31-2012, where the Record and Decision from the Hearing before the IHO in this case were considered, including the testimony given and the exhibits entered into evidence at said Hearing, and the BCBOS now Finds and Orders as follows: The Executive Committee of the Brown County Board of Supervisors finds that: 1. The decision of the IHO in this case was to deny and to sustain the grievance; 2. The IHO did have jurisdiction to conduct the Hearing before the IHO in this case; 3. The Record of the Hearing before the IHO in this case does provide rational basis for the IHO's Decision in this case; 4. The Record of the Hearing before the IHO in this case does not demonstrate that, by a preponderance of the evidence standard, the decision of the Administration was arbitrary or capricious; 5. The Findings of Fact contained in the IHO's Decision in this case are not clearly erroneous; 6. A different remedy/penalty appropriate to the circumstances should not be issued. The decision of the IHO in this case is to deny and sustain the grievance is hereby sustained. The Executive Committee recommends the County Board uphold the decision of the IHO sustaining in part and denying in part the grievance filed by Mr. Elfe as well as the IHO's decision upholding Mr. Elfe's Termination.

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to approve.

Vote taken. Nay: Erickson. MOTION CARRIED 6 to 1

In the matter of Robert Welsing, Jr., Case No. 2016-002, on June 6, 2016, due to Grievant filing a Notice of

Appeal of the Decision of the Independent Hearing Officer (IHO) in this case, the Brown County Board of Supervisors (BCBOS) conducted a Grievance Session pursuant to Chapter 4 of the Brown County Code of Ordinances as Revised on 07-31-2012, where the Record and Decision from the Hearing before the IHO in this case were considered, including the testimony given and the exhibits entered into evidence at said Hearing, and the BCBOS now Finds and Orders as follows: The Executive Committee of the Brown County Board of Supervisors finds that: 1. The decision of the IHO in this case was to deny and to sustain the grievance; 2. The IHO did have jurisdiction to conduct the Hearing before the IHO in this case; 3. The Record of the Hearing before the IHO in this case does provide rational basis for the IHO's Decision in this case; 4. The Record of the Hearing before the IHO in this case does not demonstrate that, by a preponderance of the evidence standard, the decision of the Administration was arbitrary or capricious; 5. The Findings of Fact contained in the IHO's Decision in this case are not clearly erroneous; 6. A different remedy/penalty appropriate to the circumstances should not be issued. The decision of the IHO in this case is to deny and sustain the grievance is hereby sustained. The Executive Committee recommends the County Board uphold the decision of the IHO sustaining in part and denying in part the grievance filed by Mr. Welsing as well as the IHO's decision upholding Mr. Welsing's Termination.

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to approve.

Vote taken. Nay: Erickson. MOTION CARRIED 6 to 1

With regard to the below motion, Moynihan wholeheartedly disagreed with waiting until July. If they could do the due diligence over the weekend reading the material, he was sure a lot of Supervisors could do so too by next Wednesday. He didn't want to take the risk and miss any timelines. Lund felt if it was a matter of timeline, they could make sure that by tomorrow they would know if they were within the rights to go July.

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald that all the testimony is sent and lawyers briefs and the IHO's discussion and that discussion take place at their July County Board meeting so everyone had sufficient time to read, with the stipulation that if any timelines were going to be missed that they hold this at the June meeting. Vote taken. Nays: Moynihan, Hoyer.

MOTION CARRIED 5 to 2

Item 14 was taken at this time.

***20a. Open Session: Discussion and possible action regarding convening in closed session to discuss the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department.**

~~*20b. Closed Session: Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.~~

***20c. Reconvene in Open Session: Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department.**

Other

21. Such other matters as authorized by law. None.

22. Adjourn.

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to adjourn at 9:05 p.m. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary

| <u>ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE</u> <u>FOR July 20, 2016 MEETING</u> | | | | |
|--|----------------|-----------|--------------|-------------------------------|
| LAW FIRM | INVOICE NUMBER | DATE | AMOUNT | FOR |
| ATTY. GARY WICKERT | 12W27-06282016 | 6/27/2016 | \$ 7,409.50 | Airport General |
| Michael Best & Friedrich LLP | 1408625 | 6/7/2016 | \$3,069.00 | Fox River Cleanup |
| Davis & Kuelthau | 404295 | 4/28/2016 | \$2,343.50 | Personnel matters |
| Arenz, Molter, Macy, Riffle & Larson SC | 329 | 6/3/2016 | \$1,853.00 | Foodshare fraud investigation |
| von Briesen & Roper, S.C. | 215580 | 5/31/2016 | \$9,172 | Personnel matters |
| von Briesen & Roper, S.C. | 216489 | 6/15/2016 | \$3,565 | Personnel matters |
| Conway, Olejniczak & Jerry, S.C. | 30 | 5/31/2016 | 159.00 | NEW Leaf Market Cooperative |
| Total — | | | \$ 27,571.00 | |

2

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

June 27, 2016

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

| <u>DATE</u> | <u>FOR SERVICES RENDERED:</u> | <u>HOURS</u> |
|-------------|--|---------------------|
| 5/19 | Review FedEx and UPS agreements; Phone conference with Sue Bertrand re: FedEx and UPS and Ground Lease | 1.35 |
| 5/26 | Review FAA-MOA re: navigational equipment, etc.; Phone conference with Tom Miller re: FAA-MOA navigational equipment; ground lease, etc. | 1.25 |
| 6/2 | Review cab company/TNC file re: RFP and/or contract; Phone conference with Sue Bertrand; Review Milwaukee TNC contract; Review Chapter 440 re: TNC and cab companies; Review Chapter/Section 4.05 Milwaukee Ordinances; Review 49 USC 47107; Phone conference with Tom Karaskiewicz-Milwaukee; Phone conference with Rodney Knight-Madison | .25 .65 .40 |
| 6/6 | Meeting at Airport with Tom Miller, Sue Bertrand, Marty Piette re: ground transportation, ground leases, FAA and RFP for ARFF and search; Review correspondence re: clear channel/Uber - advertising | 3.25 3.00 |
| 6/9 | Letter from Sue Bertrand; Phone conference with Sue Bertrand re: Uber | .10 .20 |
| 6/13 | Review correspondence from Tom Miller re: Oneida Tribe seat tax; Review Chapter 114, Wis. Stats., re: seat tax; Letter to Tom Miller re: seat tax; Review information re: ARFF; Phone conference with Sue Bertrand re: ARFF and Oneida seat tax; | 1.20 .25 .50 |
| 6/14 | Review sample of RFP and contracts re: ARFF Letter from Sue Bertrand/Barb West re: TNCs; Phone conference with Sue Bertrand re: Amano; | 3.50 .10 .15 |
| 6/15 | Review ARFF agreement and Pro-Tec Agreement Letter from Marty Piette re: Pro-Tec duties; Letter from Tom Miller re: seat tax; Review current contract with Pro-Tec re: staffing and personnel duties and qualifications | 1.25 .15 1.00 |

Page Two
June 27, 2016

| | | |
|------|--|--------------|
| 6/16 | Phone conference with Sue Bertrand re: passenger/ flight information, etc. | .40 |
| | Phone conference with Marty Piette re: ARFF; | .75 |
| | Work on RFP-ARFF; | .35 |
| | Review Chapter 440, etc., re: ground transportation- background checks/courtesy car; | |
| | Letter to Tom Miller re: ground transportation; | 1.75 |
| | Phone conference with Marty Piette re: TSR 1542; | |
| | Letter from Tom Miller re: WPS easement (Executive Air) and review proposed easement; | |
| | Work on RFP- ARFF/AS | 3.25 |
| 6/17 | Phone conference with Tom Miller | .40 |
| | TOTAL HOURS: | <u>25.55</u> |

25.55 HOURS @ \$290.00 PER HOUR = \$7,409.50

AMOUNT DUE ON ACCOUNT: \$7,409.50

Thank you.
GAW:prn





Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

RECEIVED BY
JUN 13 2016
Brown County
Corporation Counsel

EIN 39-0934985

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date June 7, 2016
Invoice No. 1408625

Client/Matter **018236-0047 Fox River Fiber Sludge Disposal Matter**

For professional services rendered through May 31, 2016, as follows:

| <u>Date</u> | <u>Timekeeper</u> | <u>Narrative</u> | <u>Hours</u> | <u>Total</u> |
|--------------------------|-------------------|--|--------------|--------------|
| 4/25/16 | I Pitz | Review Fox River Fiber's notice of scheduling conference; emails with client and opposing counsel regarding same. | 0.80 | \$ 372.00 |
| 5/5/16 | I Pitz | Draft pretrial conference data sheet and letter responding to Patrick Taylor; discussions with client regarding same. | 3.30 | 1,534.50 |
| 5/12/16 | I Pitz | Prepare for and attend scheduling conference. | 1.00 | 465.00 |
| 5/17/16 | I Pitz | Provide client with summary of scheduling conference; review scheduling order. | 0.30 | 139.50 |
| 5/31/16 | I Pitz | Review outline of Outagamie County proposal; review key documents and analyze likelihood of success on the merits and likely cost of litigation. | 1.20 | 558.00 |
| Total Hours and Services | | | 6.60 | \$ 3,069.00 |
| Total Services | | | | \$ 3,069.00 |
| Total Disbursements | | | | 0.00 |

2

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1408625
018236-0047
June 7, 2016
Page 2 of 2

Total This Invoice

\$ 3,069.00

Timekeeper Breakdown:

| <u>Timekeeper</u> | <u>Title</u> | <u>Hours Billed</u> | <u>Billed per Hour</u> | <u>Bill Amount</u> |
|-------------------|--------------|---------------------|------------------------|--------------------|
| I Pitz | Partner | <u>6.60</u> | \$ 465.00 | <u>\$ 3,069.00</u> |
| Totals | | 6.60 | | \$ 3,069.00 |

21

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

RECEIVED

JUN 13 2016

BROWN COUNTY PLANNING
AND LAND SERVICES

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
05/31/2016
671310-033M
30

ACCOUNT NO:
STATEMENT NO:

RECEIVED BY
JUN 15 2016
Brown County
Corporation Counsel

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

| | | HOURS | |
|------------|--|-------|-----------------|
| 05/17/2016 | | | |
| MMM | CHECK STATUS OF PAYMENTS FROM RAVEN MANUFACTURING; CORRESPONDENCE TO RAVEN MANUFACTURING AND OTHER PARTY RE: PAST DUE PAYMENTS | 0.40 | |
| 05/26/2016 | | | |
| MMM | RECEIVED CHECK FOR \$4,000 PAYMENT; PLACE CHECK INTO LCOJ TRUST ACCOUNT | 0.20 | |
| | FOR CURRENT SERVICES RENDERED | 0.60 | 159.00 |
| | TOTAL CURRENT WORK | | 159.00 |
| | BALANCE DUE | | <u>\$159.00</u> |

Chuck Lamine
6/13/16

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

BROWN COUNTY
PERSONAL & CONFIDENTIAL
ATTN: MS. BRITTANY ZAEHRINGER, HR DIRECTOR
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

RECEIVED BY
MAY 24 2016
Brown County
Corporation Counsel

April 28, 2016
Invoice 404295
Page 1

For Services Through March 31, 2016

Our Matter # 18852.97145
CORPORATION COUNSEL CONSULTATION

| | | | | |
|---------|---|-----------|----|--------|
| 3/9/16 | Phone conference with County administrator; phone conference with Ms. Hahn; brief research. | | | |
| | James M. Kalny | 1.00 hrs. | \$ | 235.00 |
| 3/10/16 | Meeting preparation and phone conference. | | | |
| | James M. Kalny | 2.00 hrs. | \$ | 470.00 |
| 3/11/16 | Drafted notices and phone conference; research on changes in statute regarding termination of corp counsel. | | | |
| | James M. Kalny | 3.00 hrs. | \$ | 705.00 |
| 3/13/16 | Research on removal procedure and application of Loudmiller to the removal of a corporation counsel; drafted memo on same | | | |
| | James M. Kalny | 2.00 hrs. | \$ | 470.00 |
| 3/14/16 | Completed memo to Board and edits to notice; r-mails and contacts regarding service. | | | |
| | James M. Kalny | 1.20 hrs. | \$ | 282.00 |
| 3/14/16 | Review and revise memorandum to Board regarding procedure for Corporation Counsel termination. | | | |
| | Katrina L. Lancelle | 0.40 hrs. | \$ | 64.00 |
| 3/15/16 | E-mail transmissions including transition of report to the Board. | | | |

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS



111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
PERSONAL & CONFIDENTIAL
ATTN: MS. BRITTANY ZAEHRINGER, HR DIRECTOR
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

April 28, 2016
Invoice 404295
Page 2

| | | | | |
|---|--|-----------|----|-------------|
| | James M. Kalny | 0.20 hrs. | \$ | 47.00 |
| 3/17/16 | Discussion with HR director regarding any additional documents needed if the settlement falls through; review of prior emails. | | | |
| | James M. Kalny | 0.30 hrs. | \$ | 70.50 |
| Total Fees for Professional Services..... | | | | \$ 2,343.50 |

Totals for This Matter

Total Current Billing for this Matter - Services Through March 31, 2016..... \$2,343.50

TOTAL BALANCE DUE: \$2,343.50

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

BROOKFIELD | GREEN BAY | MADISON | MILWAUKEE | OSHKOSH
www.dkattorneys.com

2



111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
PERSONAL & CONFIDENTIAL
ATTN: MS. BRITTANY ZAEHRINGER, HR DIRECTOR
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

April 28, 2016
Invoice 404295
Page 3

INVOICE SUMMARY

Our Matter # 18852.97145
CORPORATION COUNSEL CONSULTATION

| | |
|---|-------------------|
| Total Services: | \$2,343.50 |
| TOTAL SERVICES AND DISBURSEMENTS: | <u>\$2,343.50</u> |
| TOTAL BALANCE DUE: | <u>\$2,343.50</u> |

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

BROOKFIELD | GREEN BAY | MADISON | MILWAUKEE | OSHKOSH

www.dkattorneys.com

Arenz, Molter, Macy, Riffle & Larson SC

720 N. East Ave, PO Box 1348
Waukesha, WI 53187
Phone: (262) 548-1340
www.ammrlsc.net

INTERIM INVOICE

Invoice # 329
Date: 06/03/2016
Due On: 07/03/2016

Brown County
Rebecca S. Lindner - via email
Brown County Asst. Corporation Counsel
305 E. Walnut Street, Ste. 680
Green Bay, WI 54305

USDOJ Brown County Sheriff's Department LEP Investigation

CONFIDENTIAL

THIS DOCUMENT IS ATTORNEY-CLIENT PRIVILEGED AND ATTORNEY WORK PRODUCT

IT IS NOT SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS LAW WITHOUT APPROVAL BY THE CLIENT AND ATTORNEY

| Attorney | Date | Description | Quantity | Rate | Total |
|----------|------------|--|----------|----------|----------|
| RDB | 05/25/2016 | Initial Consultation with Clients Regarding USDOJ Investigation | 2.00 | \$170.00 | \$340.00 |
| RDB | 05/26/2016 | Correspondence with Linder Regarding District Attorney Representation by WI DOJ | 0.10 | \$170.00 | \$17.00 |
| RDB | 05/26/2016 | Complete Initial Analysis of USDOJ Complaint, Request for Documents, Investigative Powers and Limits, and Sgt. Aronstein Response to USDOJ | 2.50 | \$170.00 | \$425.00 |
| RDB | 05/27/2016 | Examine Correspondence from USDOJ Regarding Affidavit of Sheriff to Federal Funds and Cooperation Required | 0.40 | \$170.00 | \$68.00 |
| RDB | 05/27/2016 | Further Correspondence with Client Regarding Interviews Demanded by USDOJ | 0.50 | \$170.00 | \$85.00 |
| RDB | 05/29/2016 | Begin Analysis of Voluminous Records Sent to USDOJ Responsive to USDOJ Request for Records | 2.40 | \$170.00 | \$408.00 |
| RDB | 05/31/2016 | Telephone Conference with and Correspondence with Atty. Hellmer Regarding Union Representation | 0.50 | \$170.00 | \$85.00 |

| | | | | | |
|-----|------------|---|------|----------|----------|
| RDB | 05/31/2016 | Continue Analysis of Voluminous Records Responsive to USDOJ Request for Records | 2.50 | \$170.00 | \$425.00 |
|-----|------------|---|------|----------|----------|

Quantity Subtotal 10.9

| Time Keeper | Quantity | Rate | Total |
|----------------|----------------|----------|------------|
| Remzy D. Bitar | 10.9 | \$170.00 | \$1,853.00 |
| | Quantity Total | | 10.9 |
| | Subtotal | | \$1,853.00 |
| | Total | | \$1,853.00 |

Detailed Statement of Account

Current Invoice

| Invoice Number | Due On | Amount Due | Payments Received | Balance Due |
|----------------|------------|--------------------------|-------------------|-------------|
| 329 | 07/03/2016 | \$1,853.00 | \$0.00 | \$1,853.00 |
| | | Outstanding Balance | | \$1,853.00 |
| | | Total Amount Outstanding | | \$1,853.00 |

Please make all amounts payable to: Arenz, Molter, Macy, Riffle & Larson SC

RECEIVED BY
JUN 07 2016
Brown County
Corporation Counsel



BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 215580
INVOICE DATE MAY 31, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

SICK LEAVE GRIEVANCE

| | |
|-----------------------------------|------------|
| BALANCE FORWARD THIS MATTER | \$770.00 |
| CURRENT FEES THIS MATTER | \$8,736.00 |
| CURRENT DISBURSEMENTS THIS MATTER | \$238.00 |

GENERAL

| | |
|-----------------------------|----------|
| BALANCE FORWARD THIS MATTER | \$770.00 |
| CURRENT FEES THIS MATTER | \$132.00 |

HEALTH INSURANCE LITIGATION

| | |
|-----------------------------|----------|
| BALANCE FORWARD THIS MATTER | \$960.20 |
| CURRENT FEES THIS MATTER | \$66.00 |

| | |
|--------------|------------|
| CURRENT FEES | \$8,934.00 |
|--------------|------------|

| | |
|-----------------------|----------|
| CURRENT DISBURSEMENTS | \$238.00 |
|-----------------------|----------|

| | |
|---------------------------------|------------|
| TOTAL CURRENT CHARGES THIS BILL | \$9,172.00 |
|---------------------------------|------------|

| | |
|-----------------|------------|
| BALANCE FORWARD | \$2,500.20 |
|-----------------|------------|

| | |
|------------------|-------------|
| TOTAL AMOUNT DUE | \$11,672.20 |
|------------------|-------------|

BROWN COUNTY
 ATTN: KRISTEN HOOKER
 305 EAST WALNUT STREET
 P.O. BOX 23600
 GREEN BAY, WI 54305-3600

INVOICE 215580
 INVOICE DATE MAY 31, 2016
 TAX ID. 39-1576289
 ATTY. DANIEL J. BOROWSKI

SICK LEAVE GRIEVANCE

MATTER NO. 009948-00007

PROFESSIONAL SERVICES RENDERED THROUGH APRIL 30, 2016

| | | | | |
|----------|-----|---|------|--------|
| 04/11/16 | DJB | PREPARE FOR AND ATTEND CONFERENCE WITH MS. ZAEHRINGER, MS. ENDERBY AND MS. FLASHBERGER REGARDING SICK LEAVE GRIEVANCE AND OUTSTANDING ISSUES RELATED TO THE SAME; CONTINUE WORKING ON DEVELOPING DEFENSES FOR SICK LEAVE GRIEVANCE. | 1.90 | 418.00 |
| 04/18/16 | WGB | REVIEW BACKGROUND INFORMATION SURROUNDING SICK LEAVE GRIEVANCE INCLUDING CORRESPONDENCE, POLICIES AND CONTRACT. | .50 | 92.50 |
| 04/19/16 | WGB | RESEARCH REGARDING PAST PRACTICE FOR APPLICATION TO SICK LEAVE PAYOUT GRIEVANCE; CONFERENCE WITH MR. BOROWSKI REGARDING ISSUES AND STRATEGIES IN LITIGATING THE GRIEVANCE BEFORE MR. JONES, ARBITRATOR. | 1.50 | 277.50 |
| 04/20/16 | DJB | MEET WITH MELINDA ENDERBY, INEZ FLASHBERGER AND CHRISTINA CONNELL TO PREPARE FOR SICK LEAVE GRIEVANCE ARBITRATION. | 2.00 | 440.00 |
| 04/20/16 | WGB | RESEARCH WERC CASES ON SICK LEAVE PAYOUT; FORWARD TO MR. BOROWSKI; DRAFT SUMMARY OF IMPORTANT ARGUMENTS TO PURSUE AT THE ARBITRATION HEARING. | 3.00 | 555.00 |
| 04/21/16 | WGB | REVIEW WERC GRIEVANCE CASES FOR UPCOMING ARBITRATION HEARING. | 1.00 | 185.00 |
| 04/22/16 | EA | MULTIPLE CONFERENCES WITH D. BOROWSKI REGARDING EXHIBITS. | .60 | 90.00 |
| 04/22/16 | DJB | PREPARE EXHIBITS FOR GRIEVANCE HEARING; CONFER WITH MELINDA ENDERBY REGARDING THE SAME. | 3.90 | 858.00 |
| 04/25/16 | EA | ATTENTION TO EXHIBITS FOR HEARING. | .90 | 135.00 |

BROWN COUNTY
009948-00007

PAGE 2

| | | | | |
|----------|-----|--|-------|---------|
| 04/25/16 | DJB | PREPARE FOR GRIEVANCE HEARING; CONTINUE PREPARING EXHIBITS FOR GRIEVANCE HEARING. | 4.60 | 1012.00 |
| 04/25/16 | WGB | RESEARCH PAYMENT OF ACCRUED BENEFITS; REVIEW HISTORY OF SICK LEAVE PROVISIONS IN PAST CONTRACTS; REVIEW SICK LEAVE PAYOUT SPREADSHEET DATA. | 1.50 | 277.50 |
| 04/26/16 | DJB | ANALYSIS AND EVALUATION OF HISTORICAL COLLECTIVE BARGAINING DOCUMENTS UNCOVERED BY COUNTY IN PREPARATION FOR ARBITRATION; PREPARE DIRECT AND CROSS-EXAMINATIONS FOR ARBITRATION; COMPLETE PREPARING EXHIBITS FOR ARBITRATION; CONFERENCE WITH MELINDA ENDERBY TO PREPARE HER HEARING TESTIMONY. CONFER WITH TODD VANDEHUEVEL AND BRENT MILLER REGARDING OUTSTANDING SICK LEAVE ISSUES. | 11.90 | 2618.00 |
| 04/26/16 | WGB | TELEPHONE CONFERENCE WITH MR. BOROWSKI REGARDING BARGAINING HISTORY IN PREPARATION FOR ARBITRATION HEARING. | .20 | 37.00 |
| 04/27/16 | DJB | PARTICIPATE IN ARBITRATION OF SICK LEAVE GRIEVANCE BEFORE THE WERC; TRAVEL TO AND FROM BROWN COUNTY FOR THE SAME. COMPLETE PREPARING HEARING TESTIMONY OF MELINDA ENDERBY. | 10.90 | 2398.00 |
| 04/27/16 | WGB | TELEPHONE CONFERENCES WITH MR. BOROWSKI REGARDING STRATEGY FOR ARBITRATION HEARING INVOLVING SICK LEAVE PAYOUT. | .50 | 92.50 |

CURRENT FEES FOR THIS MATTER \$9,486.00

BROWN COUNTY
009948-00007

PAGE 3

DISBURSEMENTS

PHOTOCOPY CHARGES - APRIL 238.00

CURRENT DISBURSEMENTS FOR THIS MATTER \$238.00

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER \$9,486.00

CURRENT DISBURSEMENTS FOR THIS MATTER \$238.00

COURTESY DISCOUNT PER D. BOROWSKI
\$ (750.00)

TOTAL CURRENT CHARGES THIS MATTER \$8,974.00

BALANCE FORWARD \$770.00

TOTAL AMOUNT DUE FOR THIS MATTER \$9,744.00



BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 215580
INVOICE DATE MAY 31, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

GENERAL

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH APRIL 30, 2016

| | | |
|---|-----|--------|
| 04/12/16 DJB ANALYSIS AND EVALUATION OF UNION'S REQUEST TO REVISIT HEALTH CARE PLAN DESIGN ISSUES; RESEARCH RECENT WERC DECISIONS REGARDING THE SAME. | .60 | 132.00 |
|---|-----|--------|

| | |
|------------------------------|----------|
| CURRENT FEES FOR THIS MATTER | \$132.00 |
|------------------------------|----------|

BILLING SUMMARY

| | |
|-----------------------------------|----------|
| CURRENT FEES FOR THIS MATTER | \$132.00 |
| TOTAL CURRENT CHARGES THIS MATTER | \$132.00 |
| BALANCE FORWARD | \$770.00 |
| TOTAL AMOUNT DUE FOR THIS MATTER | \$902.00 |

BROWN COUNTY
ATTN: KRISTEN HOOKER
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 215580
INVOICE DATE MAY 31, 2016
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

HEALTH INSURANCE LITIGATION

MATTER NO. 009948-00009

PROFESSIONAL SERVICES RENDERED THROUGH APRIL 30, 2016

| | | |
|---|-----|-------|
| 04/11/16 DJB CONFER WITH BENEFITS SPECIALIST REGARDING ISSUES REGARDING ALLEGED HEALTH CARE PLAN DESIGN CHANGES MADE BETWEEN 2011 TO 2013 WHICH ARE THE SUBJECT OF THE LITIGATION. | .30 | 66.00 |
|---|-----|-------|

| | |
|------------------------------|---------|
| CURRENT FEES FOR THIS MATTER | \$66.00 |
|------------------------------|---------|

BILLING SUMMARY

| | |
|-----------------------------------|------------|
| CURRENT FEES FOR THIS MATTER | \$66.00 |
| TOTAL CURRENT CHARGES THIS MATTER | \$66.00 |
| BALANCE FORWARD | \$960.20 |
| TOTAL AMOUNT DUE FOR THIS MATTER | \$1,026.20 |

BROWN COUNTY
ATTN: BARB WEST
RISK MANAGER
305 EAST WALNUT STREET
GREEN BAY, WI 54305

INVOICE NO. 216489
INVOICE DATE JUNE 15, 2016
TAX ID. 39-1576289

CLIENT NO. 009948

2016 PERSONNEL REVIEW

| | |
|-----------------------------|-------------|
| BALANCE FORWARD THIS MATTER | \$16,836.00 |
| CURRENT FEES THIS MATTER | \$3,565.00 |

| | |
|--------------|------------|
| CURRENT FEES | \$3,565.00 |
|--------------|------------|

| | |
|---------------------------------|------------|
| TOTAL CURRENT CHARGES THIS BILL | \$3,565.00 |
|---------------------------------|------------|

| | |
|-----------------|-------------|
| BALANCE FORWARD | \$16,836.00 |
|-----------------|-------------|

| | |
|------------------|-------------|
| TOTAL AMOUNT DUE | \$20,401.00 |
|------------------|-------------|

BROWN COUNTY
ATTN: BARB WEST
RISK MANAGER
305 EAST WALNUT STREET
GREEN BAY, WI 54305

INVOICE 216489
INVOICE DATE JUNE 15, 2016
TAX ID. 39-1576289
ATTY. KYLE J. GULYA

2016 PERSONNEL REVIEW

MATTER NO. 009948-00011

PROFESSIONAL SERVICES RENDERED THROUGH MAY 31, 2016

| | | |
|---|------|---------|
| 05/06/16 JPH ADDRESS RECORDS ISSUE. | .50 | 115.00 |
| 05/11/16 KJG TELECONFERENCE WITH CLIENT REGARDING INFORMATION REQUEST. | .60 | 138.00 |
| 05/16/16 KJG TELECONFERENCE WITH CLIENT REGARDING PERSONNEL ISSUE AND REGARDING BOARD MEETING; REVIEW LEGAL ISSUES AND DRAFT AND EDIT CORRESPONDENCE TO CLIENT REGARDING MEETING; PREPARE FOR MEETING. | 3.60 | 828.00 |
| 05/17/16 KJG PREPARE FOR BOARD MEETING; REVIEW LEGAL ISSUES REGARDING MEETING AND REVIEW AND RESPOND TO CORRESPONDENCES. | 2.60 | 598.00 |
| 05/18/16 KJG DISCUSSIONS WITH CLIENT REGARDING PERSONNEL MATTER; TRAVEL TO AND FROM GREEN BAY. | 7.60 | 1748.00 |
| 05/18/16 JPH DISCUSSIONS REGARDING COMMUNICATIONS AND ADDRESSING OPPOSING COUNSEL CONCERNS. | .40 | 92.00 |
| 05/19/16 KJG REVIEW COMMUNICATIONS REGARDING PERSONNEL MATTER. | .20 | 46.00 |

CURRENT FEES FOR THIS MATTER

\$3,565.00

BROWN COUNTY
009948-00011

PAGE 2

BILLING SUMMARY

| | |
|-----------------------------------|-------------|
| CURRENT FEES FOR THIS MATTER | \$3,565.00 |
| TOTAL CURRENT CHARGES THIS MATTER | \$3,565.00 |
| BALANCE FORWARD | \$16,836.00 |
| TOTAL AMOUNT DUE FOR THIS MATTER | \$20,401.00 |

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

June 30, 2016

Committee Meeting Date: July 11, 2016

TO: Executive Committee
FROM: Brittany Zaehring
SUBJECT: June Human Resources Report

Below is a summary of recent activities in the Human Resources Department as reported to the Administration Committee on July 6, 2016.

Recruitments

The Human Resources Department has been recruiting for a person to lead the functional area of benefits since June 2015. Immediately after the Board approved the reclassification of this position, with an increase in pay on June 15th, an offer was made to our top candidate from the most recent posting. The candidate initially accepted the offer, but then declined last week because another company made an offer, which was greater than the candidate's current salary (our offer was still \$8k less than current salary). We are currently re-evaluating the other candidates in the pool.

The Public Safety/Communications Department has been recruiting for an Emergency Management Director. Second interviews were held and a top candidate identified. A job offer will be made to that candidate before July 1st, in hopes that the new hire can be on board by August 1, 2016.

Classification & Compensation Plan

Four firms submitted proposals for the Class/Comp RFP by the May 16th deadline. The scoring team members received their packets on June 6th and 8th. The individual scoring sheets for each proposal are due to Purchasing by June 30. The selection meeting is scheduled for Friday, July 8th.

Benefits Advisory Committee (BAC)

The BAC held its second meeting on June 14th. The Committee asked that the HR Department obtain a quote from the State of Wisconsin's health plan. The cost to obtain the quote is \$2,400. Our broker, M3, is assisting us with gathering census data to complete the request. The committee was also updated on our medical plan's monthly performance and received a presentation on how medical providers are tiered within our plan. The Committee decided not to meet until the results of the quote are available.

Budget

HR staff continued meetings with Administration to forecast budgetary numbers for 2017. In order to address the significant losses in our fund balance due to health and dental insurance, the HR Department proposed the following changes for 2017 based on information available to-date:

- Eliminate the VEBA transfer
- Employees to pay VEBA admin fees
- Employee premium share to increase to average of 17%, using tiered system based on PHA scores
- HRA contribution reduced by 50%; tiered by PHA scores
- Subject to COBRA, HRA terminates after employment
- HRA may only be used for medical deductible, co-pays and coinsurance.
- RAS program to be more outcomes based
- Online enrollment

It is estimated that we can go from a \$2mm deficit in 2016 to essentially break-even in 2017. Renewal information is expected to come in from vendors over the next several months. We will update this information throughout the budgeting process. **M3 will be at the July 6th meeting to present an update.**

County Department Issues

HR continues to work with outside legal counsel on the on-going issues related to HRA contributions and banked sick leave with the unions in the Sheriff's Department. Another hearing is set for June 29th on the banked sick leave issue. These two issues are taking a lot of staff time coordinating documents, requesting historical information and preparing exhibits. The County also conducted our first meeting with the Sheriff's Supervisory union on June 13th. Initial offers were exchanged and are being reviewed.

HR continues to assist departments with performance improvement plans, disciplinary actions and policy and procedure development.

Payroll

Payroll is currently testing the CTC PBJ (Payroll Based Journal Entry) report for hours worked per employee for the Nursing Home. This is a new mandate from the State of Wisconsin. Meetings have occurred to discuss the best reporting device for the report and the resources available. Kronos is assisting us to configure this report and the importing of the reports is being tested. The deadline for compliance is July 1, 2016.

Payroll assisted the Internal Auditor with a report of employee transfers for 2015 through March 31, 2016. Having to complete this report manually showed additional limitations of our automated reporting capabilities.

Safety

The Safety Coordinator has participated in FEMA and BC Sheriff's Department sponsored Active Shooter Training. The Safety Coordinator plans to roll out a training schedule for departments soon. Additionally, the Safety Coordinator is working with our TPA for Worker's Compensation on defense for four separate hearings related to claims.

Benefits

HR continues our monthly strategy meetings with Administration, M3 and UMR to discuss the performance of our plans, vendor issues and strategies for 2017.

Details for the Personal Health Assessment (PHA) annual testing period are being finalized. An all-employee email will be sent out on July 1st explaining the process for the August 2016 testing period. The PHA results from this testing period will be the results used in 2017. It is yet to be determined what impact PHA's will have on employee benefits and HRA deposits for 2017.

An intranet revisioning project is beginning with the help of Laura Workman, TS. Laura is working with HR to determine what changes she can assist us with to create a more user-friendly environment for HR to share important information with all employees via the intranet. All intranet content is currently under review for revisions and updates.

Lastly, we are working with our vendors and the Finance department to get the data needed to submit our 2015 Patient Centered Outcomes Research (PCOR) fee. This is a fee related to the ACA and requires Brown County to calculate the number of lives covered for 2015 and submit IRS Form 720 by July 31, 2016.

Wellness

The committee successfully launched the My Plate campaign and it is in the 4th week of the campaign. More detailed information about participation will be available once the campaign has ended, which is set for July 15th.

There is no campaign set for Q3, as the focus during this time will be the annual Personal Health Assessment (PHA) process for employees. The wellness committee will continue to meet regularly and begin working on the Q4 campaign which will launch sometime in October.

HR Staff Development

The HR Department participated in a full-day team development training entitled Enhancing the Team on June 7th. Pete Bilski from the HS Group was our facilitator. Topics presented included but were not limited to Traits That Make People Successful, 7 Keys to Great Team Work, Values and Beliefs, 5 Dysfunctions of a Team, What is Leadership, Traits of a Successful Leader, and What Does Employee Engagement Look Like. Since the training we have revised our mission statement and are working on our department core value statement.

Five HR staff members attended LOGOS training for advanced reporting writing sponsored by TS and our outside vendor Tyler Technologies. The training enhanced our understanding of wage and budget reports.

Cc: Troy Streckenbach, County Executive

3

BROWN COUNTY TURNOVER REPORT
MAY 2016

| | HIRE | STATUS | POSITION | DEPT |
|----|---------|---------|---|--------------------|
| 1 | 5/15/16 | ST | Adventure Park Guide | Adventure Park |
| 2 | 5/7/16 | ST | Adventure Park Guide | Adventure Park |
| 3 | 5/24/16 | ST | Adventure Park Guide | Adventure Park |
| 4 | 5/28/16 | ST | Adventure Park Guide | Adventure Park |
| 5 | 5/23/16 | FT | Child Support Specialist-Enforcement | Child Support |
| 6 | 5/31/16 | FT | Child Support- Clerk/Typist II | Child Support |
| 7 | 5/20/16 | LTE | Intern | Clerk of Courts |
| 8 | 5/31/16 | FT | Financial Supervisor | Community Programs |
| 9 | 5/12/16 | OC | Dietitian | CTC |
| 10 | 5/19/16 | LTE | Student Intern | CTC |
| 11 | 5/20/16 | LTE | Student Intern | CTC |
| 12 | 5/26/16 | PT- 20% | C.N.A. | CTC |
| 13 | 5/26/16 | PT- 20% | C.N.A. | CTC |
| 14 | 5/9/16 | LTE | Summer Help | District Attorney |
| 15 | 5/2/16 | FT | Victim/Witness Assistant Program Specialist | District Attorney |
| 16 | 5/1/16 | ST | Summer Golf Course Worker | Golf Course |
| 17 | 5/5/16 | ST | Golf Course Ranger | Golf Course |
| 18 | 5/9/16 | ST | Golf Course Worker | Golf Course |
| 19 | 5/15/16 | ST | Golf Course Worker | Golf Course |
| 20 | 5/12/16 | ST | Golf Course Ranger | Golf Course |
| 21 | 5/2/16 | ST | Summer Help | Highway |
| 22 | 5/25/16 | PT- 24% | Shelver | Library |
| 23 | 5/31/16 | FT | Survey Crew Chief | PALS |
| 24 | 5/9/16 | ST | Summer Park Worker | Parks |
| 25 | 5/16/16 | ST | Assistant Park Ranger | Parks |
| 26 | 5/9/16 | ST | Summer Help- Office | Parks |
| 27 | 5/16/16 | ST | Summer Park Worker | Parks |
| 28 | 5/16/16 | ST | Summer Park Worker | Parks |
| 29 | 5/15/16 | ST | Adventure Park Guide | Parks |
| 30 | 5/16/16 | ST | Seasonal Park Security Worker | Parks |
| 31 | 5/16/16 | ST | Summer Park Worker | Parks |
| 32 | 5/23/16 | ST | Adventure Park Guide | Parks |
| 33 | 5/23/16 | ST | Adventure Park Guide | Parks |
| 34 | 5/23/16 | ST | Adventure Park Guide | Parks |
| 35 | 5/23/16 | ST | Adventure Park Guide | Parks |
| 36 | 5/23/16 | ST | Adventure Park Guide | Parks |
| 37 | 5/22/16 | ST | Adventure Park Guide | Parks |
| 38 | 5/23/16 | ST | Adventure Park Guide | Parks |
| 39 | 5/31/16 | ST | Summer Park Worker | Parks |
| 40 | 5/7/16 | LTE | Student Intern | Port & Resource |
| 41 | 5/16/16 | ST | Summer Engineering Aid | Public Works |
| 42 | 5/23/16 | ST | Summer Engineering Aid | Public Works |
| 43 | 5/9/16 | ST | Summer Help | Public Works |
| 44 | 5/16/16 | ST | Summer Engineering Aid | Public Works |
| 45 | 5/16/16 | ST | Summer Engineering Aid | Public Works |
| 46 | 5/16/16 | ST | Summer Worker- Large Mower | Public Works |
| 47 | 5/16/16 | ST | Summer Worker- Flagger | Public Works |
| 48 | 5/16/16 | ST | Summer Help- Sign Shop | Public Works |
| 49 | 5/17/16 | ST | Summer Worker | Public Works |
| 50 | 5/23/16 | ST | Summer Help- Sign Crew | Public Works |
| 51 | 5/16/16 | LTE | Typist II | ROD |
| 52 | 5/10/16 | LTE | Extra Help | Sheriff's Office |
| 53 | 5/13/16 | OC | Substitute Aide | Syble Hopp |
| 54 | 5/9/16 | LTE | Invasive Species Aid Intern | UW Extension |
| 55 | 5/9/16 | LTE | Invasive Species Aid Intern | UW Extension |
| 56 | 5/16/16 | ST | Horticulture Grounds Assistant | UW Extension |
| 57 | 5/4/16 | ST | Concessionaire Supervisor | Zoo |
| 58 | 5/9/16 | ST | Concessionaire I | Zoo |
| 59 | 5/7/16 | ST | Concessionaire Supervisor | Zoo |
| 60 | 5/9/16 | ST | Concessionaire Supervisor | Zoo |
| 61 | 5/5/16 | ST | Concessionaire I | Zoo |
| 62 | 5/16/16 | ST | Adventure Park Guide | Zoo |
| 63 | 5/16/16 | ST | Adventure Park Guide | Zoo |
| 64 | 5/11/16 | ST | Concessionaire I | Zoo |
| 65 | 5/11/16 | ST | Concessionaire I | Zoo |
| 66 | 5/12/16 | ST | Concessionaire I | Zoo |
| 67 | 5/21/16 | ST | Concessionaire I | Zoo |
| 68 | 5/22/16 | ST | Concessionaire I | Zoo |

| 1 | TERM | STATUS | RSN | POSITION | DEPT | COMMENTS |
|----|---------|---------|-----|--------------------------------|-------------------|---|
| 1 | 5/13/16 | LTE | VR | Co-op/Intern | CTC | Co-op fulfilled |
| 2 | 5/27/16 | LTE | VR | Co-op/Intern | CTC | Co-op fulfilled |
| 3 | 5/2/16 | FT | RT | Social Worker/Case Manager | CTC | Retirement |
| 4 | 5/2/16 | FT | RT | Labatory Services Manager | CTC | Retirement |
| 5 | 5/27/16 | FT | VR | Nutritional Services Manager | CTC | New Opprotunity |
| 6 | 5/31/16 | PT | VR | LPN | CTC | New Opprotunity |
| 7 | 5/5/16 | OC | VR | LPN | CTC | None Given |
| 8 | 5/23/16 | OC | IT | Food Service Worker | CTC | Discharge |
| 9 | 5/29/16 | ST | VR | Seasonal Trail Ranger | Facility & Parks | Left for a different job |
| 10 | 5/13/16 | FT | VR | Clerk/Typist III | Health | Accepted a position in a new career field |
| 11 | 5/25/16 | PT- 24% | VR | Shelver | Library | None Given |
| 12 | 5/15/16 | ST | VR | Adventure Park Guide | Parks | No Notice |
| 13 | 5/27/16 | FT | VR | Emergency Management Director | Public Safety | Opprotunity for long-term career goals |
| 14 | 5/23/16 | PT- 50% | IT | Housekeeper | Public Works | Discharge |
| 15 | 5/2/16 | FT | RT | Chief Deputy Register of Deeds | Register of Deeds | Retirement |
| 16 | 5/6/16 | FT | RT | Sergeant 5/2 | Sheriff's | Retirement |
| 17 | 5/2/16 | FT | RT | Patrol Officer 5/2 | Sheriff's | Retirement |
| 18 | 5/5/16 | FT | RT | Housing Corporal | Sheriff's | Retirement |
| 19 | 5/11/16 | FT | VR | Correctional Officer | Sheriff's | Employee felt he was not ready for the position |
| 20 | 5/26/16 | LTE | VR | Co-op/Intern | Sheriff's | Co-op fulfilled/ Returning to school full time |

| TRANS | STATUS | POSITION | DEPT | STATUS | POSITION | DEPT |
|-------|---------|----------|----------------------------------|--------------------|----------|--|
| 1 | 5/27/16 | FT | Social Worker/Case Manager | Community Programs | FT | ADRC |
| 2 | 5/1/16 | OC | On Call Youth Support Specialist | Community Programs | PT-20% | Youth Support Specialist |
| 3 | 5/14/16 | OC | On Call Youth Support Specialist | Community Programs | PT-20% | Youth Support Specialist |
| 4 | 5/16/16 | FT | Social Worker/Case Manager | Community Programs | FT | Social Worker/Case Manager- Birth to 3 |
| 5 | 5/16/16 | FT | Social Worker/Case Manager | Community Programs | FT | Social Worker/Case Manager- Birth to 3 |
| 6 | 5/23/16 | FT | Economic Support Specialist II | Community Programs | FT | Lead Economic Support Specialist |
| 7 | 5/8/16 | OC | C.N.A. | CTC | PT-80% | C.N.A. |
| 8 | 5/14/16 | PT- 60% | C.N.A. | CTC | OC | C.N.A. |
| 9 | 5/15/16 | PT- 35% | Food Service Worker | CTC | OC | Food Service Worker |
| 10 | 5/10/16 | PT- 80% | RN | CTC | PT- 60% | RN |
| 11 | 5/28/16 | FT | Nutritional Services Manager | CTC | FT | On Call Dietitian |
| 12 | 5/16/16 | PT- 53% | Library Service Assistant | Library | FT | Library Service Associate |
| 13 | 5/23/16 | FT | Health Aide- Bilingual | Public Health | FT | Clerk/Typist III |
| 14 | 5/27/16 | FT | Emergency Management Coordinator | Public Safety | FT | Interim- Emergency Management Director |
| 15 | 5/2/16 | FT | Housekeeper | Public Works | FT | Lead Housekeeper |
| 16 | 5/3/16 | FT | Real Estate Specialist | Register of Deeds | FT | Chief Deputy |

DEPARTMENT VACANCIES REPORT

AS OF JUNE 27, 2016

(Positions with A1 Approval to Fill)

| Dept. | Position Title | # of Vacancies |
|---------------------------|--------------------------------------|----------------|
| Child Support | Child Support Specialist - Paternity | 1.00 |
| Child Support | Clerk/Typist II | 1.00 |
| Corporation Counsel | Corp Counsel | 1.00 |
| CTC | APNP | 1.00 |
| CTC | CNA | 0.20 |
| CTC | CNA | 0.40 |
| CTC | CNA | 1.00 |
| CTC | COTA | 0.40 |
| CTC | CTP Worker | 1.00 |
| CTC | Food Service Worker | 0.25 |
| CTC | Food Service Worker | 0.35 |
| CTC | RN Charge Nurse | 1.00 |
| CTC | Switchboard Op./Receptionist | 0.29 |
| CTC | Switchboard Op./Receptionist | 0.20 |
| District Attorney | Special Drug Task Force Attorney | 1.00 |
| Human Resources | Benefits Manager | 1.00 |
| Human Resources | Human Resources Associate | 1.00 |
| Human Services | Account Clerk/Budget Counselor | 1.00 |
| Human Services | AODA Counselor | 1.00 |
| Human Services | AODA Counselor | 1.00 |
| Human Services | Children, Youth & Families Manager | 1.00 |
| Human Services | Clerk III (Cash Receipts) | 1.00 |
| Human Services | Clerk IV/Data Control | 1.00 |
| Human Services | Economic Support Specialist | 1.00 |
| Human Services | SW/CM (Adult Protective Services) | 1.00 |
| Human Services | SW/CM (CCOP) | 1.00 |
| Human Services | SW/CM (Child Protection) | 1.00 |
| Human Services | SW/CM (CLTS) | 1.00 |
| Human Services | SWCM | 1.00 |
| Library | Library Service Assistant | 0.53 |
| Library | Library Service Associate | 0.53 |
| Library | Shelver | 0.24 |
| NEW Zoo | Administrative Secretary | 1.00 |
| PALS | Planner I/Transportation/GIS | 1.00 |
| Public Safety Comm. | Emergency Management Director | 1.00 |
| Public Works - Facilities | Housekeeper | 1.00 |
| Public Works - Facilities | Housekeeper | 1.00 |
| Public Works - Facilities | Housekeeper | 0.50 |
| Public Works - Highway | Highway Crew | 1.00 |
| Public Works - Highway | Sign Crew | 1.00 |
| Public Works - Highway | Sign Crew | 1.00 |
| Register of Deeds | Vital Records Specialist | 0.70 |
| Sheriff's | Correctional Officer | 1.00 |
| Sheriff's | Correctional Officer | 1.00 |
| Sheriff's | Correctional Officer | 1.00 |
| Sheriff's | Correctional Officer | 1.00 |
| Sheriff's | Correctional Officer | 1.00 |
| Sheriff's | Correctional Officer | 1.00 |
| Sheriff's | Patrol Officer | 1.00 |
| Sheriff's | Patrol Officer | 1.00 |
| Sheriff's | Patrol Officer | 1.00 |
| Sheriff's | Patrol Officer | 1.00 |
| Sheriff's | Patrol Officer | 1.00 |
| Sheriff's | Patrol Officer | 1.00 |
| Technology Services | Enterprise System Analyst I | 1.00 |
| Technology Services | Enterprise System Analyst II | 1.00 |

3c

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

HUMAN RESOURCES DIRECTOR

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

May 31, 2016

Departments for position approval process:

- No vacancies were submitted for approval.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 6, 2016

Departments for position approval process:

Health – Bilingual Health Aide (Spanish)

Vacated – 5/20/16

Human Services – Clerk III (Cash Receipts)

Vacated – 6/2/16

Human Services – Community Treatment Program Worker

Vacated – 6/3/16

Human Services – SW/CM (Adult Protective Services)

Vacated – 5/27/16

Human Services – SW/CM (CCOP)

Vacated – 5/17/16

Human Services – SW/CM (CLTS)

Vacated – 6/01/16

Human Services – SW/CM (Birth to Three) (x2)

Vacated – 4/4/16; 5/2/16

PALS – Senior Planner (Land Use)

Vacated – 6/10/16

Public Works – Engineering Manager

Vacated – 5/19/16

HEALTH DEPARTMENT

Brown County

810 S. BROADWAY STREET
P. O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-6400 FAX (920) 448-6449 TDD (920) 448-6448

www.co.brown.wi.us/health

TO: Troy Streckenbach
Chad Weininger
Brittany Zaehring

FROM: Debbie Armbruster
Interim Director

SUBJECT: Bilingual Health Aide

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the AI form.)

Position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The position will help with translation and ancillary responsibilities for the sanitarians, as described in summary justification. Position will help to assure understanding of operators during inspection, thus improving the outcome.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position is for the environmental division as the Hispanic establishments are growing thus requiring more translation, as is the general population when there is a need to do human health hazard follow-up.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This enables more efficient use of environmental staff by assuming essential, ancillary roles which free up environmental time for more technical responsibilities. Bilingual staff assure appropriate communication with diverse clients, thus assuring legal notification of needed changes for compliance and safe food service.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

There is less efficient use of professional staff, resulting in potential delay of services.

3d

Budget Impact Calculation

Department: Public Health
Position: Bilingual Health Aide

Partial Budget Impact: 05/20/16 - 12/31/16 32 Weeks

Salary \$ 18,540.31

Fringe Benefits \$ 8,872.62

\$ 27,412.92

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 30,128.00

Fringe Benefits \$ 14,418.00

\$ 44,546.00

Note: this position is in the 2016 budget

Position vacated: 5/20/2016

Budgeted hourly wage rate: \$15.45

Class/Comp Grade & Range: PG:17 Min: \$13.57 Market: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 3

Number of FTEs filled with this position vacant: 2

Percent of this position staffed: 67%

Analyst Recommendation: This position is vacant due to an internal transfer. The Bilingual Health Aide is responsible for translating to the Hispanic speaking population in Brown County when health hazard follow-up is required. I recommend approval. Camille Stymiest, HR Analyst

Contact: Debbie Armbruster

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Erik Pritzi, Executive Director

Phone (920) 448-6000 Fax (920) 448-6166

May 16, 2016

TO: County Executive
Human Resources Director
Director of Administration

FROM: Erik Pritzi, Executive Director
Human Services Department

SUBJECT: Request to Fill – Clerk III / Data Control (HS Cash Receipts Clerk position)

1. Is the position description current or does it require updates?

Yes, the position description has been reviewed and updated.

2. Are the duties of the position related to an essential (mandatory) service?

Yes - this is a key position within Human Services financial services area, responsible for processing all types of Cash Receipts and various other ongoing daily, weekly and monthly duties.

3. Describe job performance measurement for this position.

The position must complete all primary duties including those noted above in an efficient manner to ensure timely processing and accounting for cash receipts, processing of expense reports, and other daily, weekly and monthly responsibilities.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The current staff member in this position has been with the county for many years and is currently cross-training others in the area on all duties and responsibilities. During this process all responsibilities have been evaluated for possible efficiencies and reassignment. When new employee is hired they will also be asked to look for and recommend process improvements.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes - this is a 2016 budgeted position which will be open for a short period after the current staff member retires.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Coverage can be arranged temporarily, but the covering employee will begin to accumulate backlog in their own responsibilities and that of the vacant position. Within a few weeks temporary help will be needed with less efficiency and productivity than a permanent employee.



Turning
Brown

CHS 1011

Budget Impact Calculation

Department: Human Services
Position: Clerk III (Cash Receipts)

Partial Budget Impact: 6/2/16 - 12/31/16 **28 Weeks**

Salary \$ 19,152.00

Fringe Benefits \$ 11,571.54

\$ 30,723.54

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 35,568.00

Fringe Benefits \$ 21,490.00

\$ 57,058.00

Note: This position is in the 2016 budget.

Position vacated: 6/2/2016

Budgeted hourly wage rate: \$18.24

Class/Comp Grade & Range: PG: 16 Min: \$14.59 Mkt: \$18.24 Max: \$21.88

Total Number of FTEs Budget for this position title in budget:

1

Number of FTEs Unfunded for this position in budget

0

Total Number of FTEs Available to be filled for this title in budget

1

Number of FTEs filled with this position vacant:

0

Percent of this position staffed:

0%

Analyst Recommendation: This vacancy is due to a retirement. This is a key position within Human Services financial services area, responsible for processing all types of cash receipts and various other ongoing daily, weekly and monthly duties. I recommend approval.
 Lorrie M. Blaylock, HR Analyst

Contact Erik Pritzl 448-6005

3d

Brown County

HUMAN SERVICES
P.O. BOX 23600
GREEN BAY, WI 54305-3600

May 10, 2016

TO: County Executive Troy Streckenbach
Human Resources Manager Brittany Zaehring
Director of Administration Chad Weininger

FROM: Ian Agar, Behavioral Health Manager
Human Services

SUBJECT: Request to Fill: CTP Worker

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)
Description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. This position provides the needed case management support to MH and AODA clients, many of whom are under mental health commitments. These services are provided as part of the Outpatient Behavioral Health continuum of care under the statutory authority of Chapters 51, 34, 75. These services are mandated.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This service is part of the Outpatient Behavioral Health continuum of care provided under Chapters 51, 34, and 75 of Wisconsin Statute. These services are mandated. Job performance is measured through case management efforts to maintain the stability of consumers in the community, including linkage with varied community resources.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This is not a realistic opportunity to streamline processes, as we are looking to sustain existing services to clients with current needs and to retain at minimum the existing limited capacity we have available.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
The destabilization and decline of clients that need case management supports in the community. The potential hospitalization of these clients, or client instability that results in client self harm or harm to others, this compromising client health safety and welfare.

Budget Impact Calculation

Department: Human Services (CTC)
Position: Community Treatment Program Worker

Partial Budget Impact: 06/03/16 - 12/31/16 **30 Weeks**

Salary \$ 21,215.77

Fringe Benefits \$ 8,892.12

\$ 30,107.88

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 36,774.00

Fringe Benefits \$ 15,413.00

\$ 52,187.00

Note: this position is in the 2016 budget

Position vacated: 6/3/2016

Budgeted hourly wage rate: 17.68
Class/Comp Grade & Range: PG:17 Min: \$13.57 Market: \$16.96 Max: \$20.35

| | |
|--|-----|
| Total Number of FTEs Budget for this position title in budget: | 6 |
| Number of FTEs <u>Unfunded</u> for this position in budget | 0 |
| Total Number of FTEs Available to be filled for this title in budget | 6 |
| Number of FTEs filled with this position vacant: | 5 |
| Percent of this position staffed: | 83% |

Analyst Recommendation: Under the statutory authority of Chapters 51, 34 and 75, this position is mandated to cover case management support of clients under commitment at the Community Treatment Center. I recommend approval. Camille Stymiest, HR Analyst

Contact:

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

5-27-2016

TO: County Executive Troy Streckenbach
Human Resources Director: Brittany Zachringer
Director of Administration: Chad Weininger

FROM: Lori Weaver, Long Term Care Supervisor
Human Services

SUBJECT: Request to Fill: Social Worker/Case Manager – Adult Protective Services

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Maintenance of a caseload that is for short term case management and that requires quick turn over of cases due to the fast pace of the referrals and need to link clients with other community resources.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

Considerations should include consolidating, eliminating and/or outsource job responsibilities. With the increasing proportion of the population being in an older cohort, growth in the volume of work in this area is expected and being realized. There are no practical options to streamline or reorganize.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Case overload, clients in crisis with unmet needs and increased risk to healthy safety and welfare of county residents that could be life threatening.

Budget Impact Calculation

Department: Human Services/Adult Protective Services
Position: Social Worker/Case Manager - APS

Partial Budget Impact: 5/27/16 - 12/31/16 28 Weeks

| | |
|-----------------|--------------|
| Salary | \$ 25,599.00 |
| Fringe Benefits | \$ 12,565.00 |
| | <hr/> |
| | \$ 38,164.00 |

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

| | |
|-----------------|--------------|
| Salary | \$ 47,541.00 |
| Fringe Benefits | \$ 23,335.00 |
| | <hr/> |
| | \$ 70,876.00 |

Note: This position is in the 2016 budget.

Position vacated: 5/27/2016

Budgeted hourly wage rate: \$24.38
Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

| | |
|--|---------|
| Total Number of FTEs Budget for this position title in budget: | 6 |
| Number of FTEs <u>Unfunded</u> for this position in budget | 0 |
| Total Number of FTEs Available to be filled for this title in budget | <hr/> 6 |
| Number of FTEs filled with this position vacant: | 5 |
| Percent of this position staffed: | 83% |

Analyst Recommendation: This vacancy is due to a resignation. This Adult Protection social worker/case manager position is a mandated position that meets the needs of adults at risk and vulnerable adults at risk to meet the obligations the county has under DHS 46, 54 and 55. There are legal consequences for Human Services non-compliance of these safety and court ordered services. I recommend approval.
Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 3, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources

FROM: Lori Weaver, Long Term Care Supervisor
Human Services

SUBJECT: Request to replace 1 Social Worker/Case Manager position - CCOP

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HIR Department prior to submitting the A1 form.)

The job description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The Community Options Program is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled in the program who are functionally and financially eligible to receive services. Lapse in annual recertification and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Current caseloads for this position range from 44 to 48 waiver cases per case manager. This is higher than surrounding counties for caseload sizes and greater than the recommended 1:40 ratio of state COP regulations. Minimum standards require that there be at least one monthly contact per participant, a six month and an annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. Based on the number of clients enrolled, replacing this vacated position is necessary to meet the minimum standards set forth to receive State funding and avoid audit exceptions.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The case manager generates revenue to fully support the position. Based on the overall number of individuals eligible for waiver services, the positions are needed to support the current consumer case load. Streamlining or consolidation of services is not feasible at this time due to large caseloads and programming complexities.

3d

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The position generates State revenue through billing the Community Mental Health Initiative for case management time. Leaving potential positions unfilled would likely result in greater costs to the county with the inability to meet **minimum required standards** of the program. The COP Social Worker/Case Manager positions **currently generate revenue** to fully support the positions themselves. Very minimal levy funding is utilized by the COP program.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Each month of services reflects a generation of revenue to support the positions. The longer the position remains unfilled, the greater the risk to the county in not meeting required oversight standards of the program. There would also be a reduced customer service response time and ability to respond to clients/families' questions and needs. Caseloads are full for the current FTE staff. Therefore, current staff is unable to provide for case management of clients who remain without significant risk to meeting the existing needs of consumers currently being served. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose COP funding during this period of lapse.

Budget Impact Calculation

Department: Human Services/ Long Term Care
Position: Social Worker/Case Manager - CCOP

Partial Budget Impact: 5/17/16 - 12/31/16 28 Weeks

Salary \$ 25,599.00

Fringe Benefits \$ 12,565.00

\$ 38,164.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 47,541.00

Fringe Benefits \$ 23,335.00

\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 5/17/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: This vacancy is due to an internal transfer. Positions in the Long Term Care unit generate revenue to fully support employee salaries through case management billing and administrative claiming to the federal/state waiver program. Each position services approximately 45 community mental health clients who are also in need of long term supported home service, but are not eligible for Family Care. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Lori Weaver 448-6129

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188

Phone (920) 448-6000 Fax (920) 448-6166



May 3, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Humans Resources Director
Chad Weininger, Director of Administration

FROM: Lori Weaver, Long Term Care Supervisor
Human Services

SUBJECT: Request to Add 1 FTE Children's Long Term Support (CLTS) Social Worker/Case Manager position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The Social Worker/Case Manager job description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

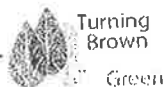
The CLTS is mandated and Brown County has been operating the program since its inception in the 1980's. There are mandated standards and services that must be provided to those consumers enrolled in the program who are functionally and financially eligible to receive services. Lapse in annual recertification and review of eligibility of each participant would result in an audit exception and carry possible disallowances and fines.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Current caseloads for this position range are an average of 45 waiver cases per case manager. This is slightly higher than surrounding counties for caseload sizes. Minimum Waiver standards require that there be at least one monthly contact per participant, a six month and an annual review to evaluate eligibility, costs and services delivery. Other related consumer funding sources also have mandated standards. No service can be delivered to the consumer without verification of funding, authorization of payment and review of quality of services/outcome. This position is necessary to meet the minimum standards set forth to receive Federal and State funding and avoid audit exceptions.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The case manager generates revenue to support the position. Based on the overall



number of individuals eligible for waiver services, the positions are needed to support the current consumer case load. Brown County currently serves over 400 children with disabilities on this program, while over 190 individuals remain on a wait list for CLTS services. Average caseloads are high and exceed the state waiver program recommendation of 40 individuals per case manager. Streamlining or consolidation of services is not feasible at this time due to larger than average caseloads and programming complexities.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

The position generates Federal and State revenue through billing the waiver for case management time. Leaving positions unfilled would likely result in greater costs to the county with the inability to meet minimum required standards of the waiver program. The Long Term Care Social Worker/Case Manager position currently generates revenue to fully support the positions themselves.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position is requested to maintain clients being serviced by the waiver program in an allowable and efficient manner. Each month of services reflects a generation of revenue to support the positions. Due to the lack of staff time to continue to manage or enroll eligible cases that come with full Federal and State funding, the county would be leaving service dollars on the table for consumers in need. Caseloads are full for current FTE staff. There would be a capacity issue in adequately meeting the mandated standards for the funding that supports the services. There would also be a reduced customer service response time and ability to respond to clients/families' questions and needs. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose waiver funding during this period of lapse.

Budget Impact Calculation

Department: Human Services/ Children's Long Term Care
Position: Social Worker/Case Manager - CLTS

Partial Budget Impact: 6/1/16 - 12/31/16 28 Weeks

Salary \$ 25,599.00

Fringe Benefits \$ 12,565.00

\$ 38,164.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 47,541.00

Fringe Benefits \$ 23,335.00

\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 6/1/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 9

Number of FTEs Unfunded for this position in budget: 0

Total Number of FTEs Available to be filled for this title in budget: 9

Number of FTEs filled with this position vacant: 8

Percent of this position staffed: 89%

Analyst Recommendation: This vacancy is due to an internal transfer. Following 4-6 months of staff training and certification in the long term care area, positions in the Children's Long Term Support (CLTS) unit generate revenue to fully support employee salaries through case management billing and administrative claiming to the federal/state walver program. The CLTS is mandated and Brown County has been operating the program since its inception in the 1980's. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Lori Weaver

448-6129

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

March 30, 2016

TO: County Executive Troy Streckenbach
Human Resources Manager: Brittany Zaehring
Director of Administration: Chad Weininger

FROM: Lori Weaver, Long Term Care Supervisor
Human Services Department

SUBJECT: Request to Fill: Social Worker/Case Manager-Birth to Three (x2)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)
Description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
The small team maintains a caseload that provides rapid response to referrals and leading to long term case management. DHS 90 necessitates quick turnaround of cases linking eligible infants and children with developmental delays to therapy/support services within 45 days of referral (note: this time includes weekends and holidays).
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
The volume of work in this area has grown each year for the past five years with annual Oct. 1 Child Counts for Brown County growing from 177 in 2011 to 240 in 2015. Early Intervention social workers also complete initial contact and "screens" for almost 800 families each year. Results of those developmental screens results in evaluation by a team and then coordination of services to each family by a small team of contracted providers each providing therapy/specialized instruction services to an average of 95 families of infants/young children with developmental delays.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Case overload; infants with developmental delays not being evaluated and served within mandated timeframes.

Budget Impact Calculation

Department: Human Services/Birth to Three
Position: Social Worker/Case Manager - Birth to Three (x2)

Partial Budget Impact: 5/2/16 - 12/31/16 28 Weeks

Salary \$ 51,198.00

Fringe Benefits \$ 16,508.69

\$ 67,706.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 95,082.00

Fringe Benefits \$ 30,659.00

\$ 125,741.00

Note: These positions are in the 2016 budget.

Positions vacated: 4/4/16 and 5/2/16

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget:

3

Number of FTEs Unfunded for this position in budget

0

Total Number of FTEs Available to be filled for this title in budget

3

Number of FTEs filled with this position vacant:

1

Percent of this position staffed:

33%

Analyst Recommendation: These vacancies are due to two retirements. The positions support administration of Early Intervention services as mandated by DHS 90. The small team maintains a caseload that provides rapid response to referrals and leading to long term case management. DHS 90 necessitates quick turnaround of cases linking eligible infants and children with developmental delays to therapy/support services within 45 days of referral (including weekends and holidays). I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Lori Weaver

448-6129

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PLANNING DIRECTOR

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

May 25, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resource Director
Chad Weininger, Director of Administration

FROM: Chuck Lamine, Director
Planning and Land Services Department

SUBJECT: Request to Fill – Senior Planner

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

Yes, the position description was updated as part of the recent classification and compensation study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The duties of this position are absolutely essential in that it performs the administration and enforcement of the Brown County Land Division and Subdivision Ordinance, Chapter 21, Brown County Code, Brown County Sewage Plan, Municipal Separate Storm Sewer System regulations, and Water Quality Management grants, including the consideration of subdivisions, sewer, environmental, utility and public service limitations. The position assists with the development of Comprehensive Plans, Park & Recreation Plans, and All Hazard Mitigation Plans in compliance with the Wisconsin Comprehensive Planning Law and State Statutes. It also provides planning related local assistance services to communities on a contract basis.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The land subdivision and sewer service area review processes have County Code and Statutory deadlines for review periods. Brown County has strived to conduct reviews in a thorough but timely manner in order to promote economic development and improve efficiencies for the County, municipalities as well as the land development professionals.



4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

While workload has increased due to development activity picking up, procedural streamlining efforts using electronic reviews and distributions have enabled the position to keep up with the present workload. The Senior Land Use Planner and Senior Natural Resources Planner positions were combined several years back due to down turn in development activity through the national economic recession. Development activity has picked up and if it continues to pick up and approaches the levels of the late 1990's and early 2000's it will generate fee revenue and workload, again split the positions and add staff.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There are sufficient funds budgeted for this position through the land subdivision and sewer service area review fee revenues and DNR Water Quality Grants.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Failure to refill this position in a timely manner will jeopardize our ability to meet the County Code and Statutory land subdivision and sewer service area review deadlines. The position is also project manager for the update to the Brown County Open Space and Recreation Plan which must be updated to maintain Brown County eligibility for State Stewardship Grants and other open space and recreation funds.

Budget Impact Calculation

Department: Planning and Land Services
Position: Senior Planner

Partial Budget Impact: 06/10/16 - 12/31/16 **29 Weeks**

| | |
|-----------------|--------------|
| Salary | \$ 32,166.58 |
| Fringe Benefits | \$ 10,335.71 |
| | \$ 42,502.29 |

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

| | |
|-----------------|--------------|
| Salary | \$ 57,678.00 |
| Fringe Benefits | \$ 18,533.00 |
| | \$ 76,211.00 |

Note: this position is in the 2016 budget

Position vacated: 6/10/2016

Budgeted hourly wage rate: \$27.73
Class/Comp Grade & Range: PG:9 Min: \$24.25 Market: \$30.31 Max: \$36.37

| | |
|--|-----|
| Total Number of FTEs Budget for this position title in budget: | 2 |
| Number of FTEs <u>Unfunded</u> for this position in budget | 0 |
| Total Number of FTEs Available to be filled for this title in budget | 2 |
| Number of FTEs filled with this position vacant: | 1 |
| Percent of this position staffed: | 50% |

Analyst Recommendation: This position is vacant due to a resignation. The Senior Planner is responsible for (but not limited to) the enforcement of the Land Division and Subdivision Ordinances as well as providing planning related guidance to Brown County community members. There are only two Senior Planners within the department making it difficult to spread the work load within the department in order to comply with the timelines for each review period. I recommend approval. Camille Stymiest, HR Analyst

Contact: Chuck Lamine

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL A. FONTECCHIO, P.E.
DIRECTOR

DATE: May 19, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources Director

FROM: Paul Fontecchio
Public Works Director

SUBJECT: Request to Fill – Engineering Manager Position

Therefore, please find the following information to justify filling this vacancy:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Engineering Manger position is related to essential services. This position is vital to the operation of the Highway Department's engineering division, as it manages and oversees the work of 3 civil engineers and 3 engineering technicians who carry out multiple engineering & project management functions of the Department.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

This position is responsible in ensuring that all County roads are maintained, designed and constructed to meet guidelines and standards.

Some of the other duties that are essential to the position include: Managing access control, driveway permits, building and sign setbacks and use of highways by utilities; reviewing plans and specifications for use by design by consultants; overseeing and implementing construction specifications for road construction projects; and ensuring compliance with federal and state environmental regulations.

In addition, this position is responsible for overseeing all bridge inspections for both the County and several local municipalities.

ENGINEERING MANAGER JUSTIFICATION
PAGE 2

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

With the formation of the Public Works Department in January 2012, and the hiring of a Public Works Director, this position has been reclassified from Engineering & Operations Manager to an Engineering Manager. In addition, we also added 3 Civil Engineer positions that report directly to the Engineering Manager.

Outsourcing the duties of this position would be much more costly for Brown County.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds to cover the vacant Engineering Manager position.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The longer the position remains vacant, the longer it jeopardizes timely, cost-effective and compliance with design standards.

The County has several multi-million dollar road construction projects scheduled and this position is responsible for overseeing construction schedules, regulations, and all aspect of the projects are met.

Budget Impact Calculation

Department: Public Works
Position: Engineering Manager

Partial Budget Impact: 05/19/16 - 12/31/16 32 Weeks

Salary \$ 47,577.85

Fringe Benefits \$ 13,209.85

\$ 60,787.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 77,314.00

Fringe Benefits \$ 21,466.00

\$ 98,780.00

Note: this position is in the 2016 budget

Position vacated: 5/19/2016

Budgeted hourly wage rate: \$37.17

Class/Comp Grade & Range: PG:5 Min: \$32.41 Market: \$40.52 Max: \$48.62

Total Number of FTEs Budget for this position title in budget:

1

Number of FTEs Unfunded for this position in budget

0

Total Number of FTEs Available to be filled for this title in budget

1

Number of FTEs filled with this position vacant:

0

Percent of this position staffed:

0%

Analyst Recommendation: This position is vacant due to an internal transfer. The Engineering Manager plays a critical role within the Public Works Department. This position is responsible for leading all engineering projects through the Highway division as well as supervising the civil engineers and technicians. Further, this position is responsible for bridge inspections throughout the county. I recommend approval. Camille Stymiest, HR Analyst

Contact: Paul Fontecchio

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 13, 2016

Departments for position approval process:

Child Support – Clerk/Typist II
Vacated – 6/17/16

District Attorney – Special Drug Task Force Attorney
Vacated – 6/13/13

CHILD SUPPORT


Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



June 2, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Director of Human Resources
Camille Stymiest, Human Resource Analyst

FROM: Maria Lasecki, Director. 
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Clerk/Typist II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description has been reviewed and it is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child support enforcement is a joint federal, state and local responsibility. The Clerk/Typist II, as a member of the support services unit, works in conjunction with a team of enforcement & paternity specialists, accounting technicians and support services representatives. Collectively, staff provide federally mandated child support enforcement services including: locating absent parents, establishing paternity/financial/medical support orders as well as establishing & enforcing court orders relevant to child support and medical support. This position is responsible for performing legal work to establish and enforce court orders in accordance with federal regulations, state statute and administrative code.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support Agency handles approximately 14,500 cases. (Brown County is one of Wisconsin's five largest agencies and the IVD caseload continues to grow). Unlike service provision in other areas-child support work requires the coordination of services to at least two or more participants within each case in addition to employers, health insurance providers, guardian ad litem representatives, attorneys and the many other entities involved in child support cases.

This position is responsible to provide support to enforcement staff, paternity staff, Child Support attorneys, the financial unit and the FCC. The person fulfilling the Clerk/Typist II role is responsible for creating and filing legal paperwork such as summons, affidavits, motions and orders for appearance as well as for securing process service when necessary. Above and beyond these duties, the position assists the attorneys with clerical support services when in court and conducts DNA testing for the agency.

In addition to understanding and correctly interpreting the law, the Clerk/Typist II must understand the complexities and legalities of paternity establishment and child support enforcement as well as court

procedures, terminology, mandated timeframes based on policy and matters of involving confidentiality. This position requires strong analytical/problem solving skills, excellent communication skills (both orally and in writing), knowledge of the law and legal system and ability to effectively work with individuals of varying backgrounds, cultures, socio-economic status, educational levels and LEP capabilities. The Clerk/Typist II must also be capable of multitasking and be knowledgeable in the use of multiple computer systems.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The continued success of our customer service plan, our enforcement effectiveness and the ability of our call center staff to continue their outreach efforts necessitates that we fill this position. The negative impact the vacancy has on our ability to maximize performance incentives and state/federal funding opportunities is tremendous. Current staff is challenged in keeping up with the workload they have now and, subsequently, this vacancy must be filled expeditiously. If this position were not filled, the vacancy would, without question, negatively affect our performance measurements and subsequent funding for 2017.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Not filling the position (for any period of time) would have a negative effect on the department in many ways. Despite the fact that savings would be achieved while the position remained open, coverage for this area will be maintained by existing staff in addition to their own full time workload. And, funding for the Child Support Agency is based on performance measures which specifically include work performed by this position. It is crucial that any temporary salary savings not be viewed as sustainable, short of emergent situations, as coverage cannot be provided by other staff who: a) are not knowledgeable in the statutes that govern the work that is performed and b) who have very specific performance measures to meet themselves, in order to secure the maximum state and federal funding for the following fiscal year.

Budget Impact Calculation

Department: District Attorney
Position: Child Support Clerk/ Typist II

Partial Budget Impact: 6/17/16 - 12/31/16 28 Weeks

| | | |
|-----------------|--------------|--|
| Salary | \$ 26,790.62 | |
| Fringe Benefits | \$ 9,342.85 | |
| | \$ 36,133.46 | |

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

| | | |
|-----------------|--------------|--|
| Salary | \$ 49,754.00 | |
| Fringe Benefits | \$ 17,351.00 | |
| | \$ 67,105.00 | |

Note: this position is in the 2016 budget

Position vacated: 6/17/2016

Budgeted hourly wage rate: \$23.92
Class/Comp Grade & Range: PG:17 Min: \$13.5 Market: \$16.96 Max: \$20.35

| | | |
|--|-----|--|
| Total Number of FTEs Budget for this position title in budget: | 3 | |
| Number of FTEs <u>Unfunded</u> for this position in budget | 0 | |
| Total Number of FTEs Available to be filled for this title in budget | 2 | |
| Number of FTEs filled with this position vacant: | 1 | |
| Percent of this position staffed: | 50% | |

Analyst Recommendation: This position is vacant due to an internal transfer. The Clerk/Typist II is responsible for full administrative support for the Child Support Department. Major responsibilities include (but are not limited to) maintaining court schedules, performing DNA tests, and prepping child support court cases. This position is critical to the department due to the high volume of child support cases within Brown County. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: Maria Lasecki

OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4190, FAX (920) 448-4169

DAVID L. LASEE DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Dana J. Johnson
Mary M. Kerrigan-Mares

VICTIM WITNESS COORDINATOR

Karen H. Dorau
(920) 448-4194

SPECIAL PROSECUTORS

Lawrence J. Lasee
Kari A. Hoffman

CONTRACT SPECIAL PROSECUTOR

Bryant Dorsey

ASSISTANT DISTRICT ATTORNEYS

Wendy W. Lemkuil
Amy R.G. Pautzke
John F. Luetscher
Kevin G. Greene
Eric R. Enli
Beau G. Liegeois
Sarah E. Belair
Cynthia L. Vopal
Karyn E. Behling
Carley N. Miller

June 2, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehringer, Human Resources Director
Chad Weininger, Director of Administration

FROM: David L. Lasee, District Attorney

SUBJECT: Request to Fill – Special Drug Task Force Attorney

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are essential. On a daily basis, the attorney drafts and reviews complaints, motions, subpoenas, search warrants and other legal documents as necessary to represent the State of Wisconsin and Brown County as a Special Prosecutor.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and completion of tasks to meet statutory and court deadlines. The District Attorney reviews the job performance of all prosecutors.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The variety of job duties that this position are streamlined as much as possible, this position is critical for prosecution of cases.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities would fall on existing full-time staff which would be less cost effective.

Budget Impact Calculation

Department: District Attorney
Position: Special Drug Task Force Attorney

Partial Budget Impact: 6/13/16 - 12/31/16 28 Weeks

| | |
|-----------------|--------------------|
| Salary | \$ 26,790.62 |
| Fringe Benefits | <u>\$ 9,342.85</u> |
| | \$ 36,133.46 |

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

| | |
|-----------------|---------------------|
| Salary | \$ 49,754.00 |
| Fringe Benefits | <u>\$ 17,351.00</u> |
| | \$ 67,105.00 |

Note: this position is in the 2016 budget

Position vacated: 6/13/2016

Budgeted hourly wage rate: \$23.92
Class/Comp Grade & Range: PG:13 Min: \$18.14 Market: \$22.67 Max: \$27.21

| | |
|--|----------|
| Total Number of FTEs Budget for this position title in budget: | 1 |
| Number of FTEs <u>Unfunded</u> for this position in budget | <u>0</u> |
| Total Number of FTEs Available to be filled for this title in budget | 1 |
| Number of FTEs filled with this position vacant: | 0 |
| Percent of this position staffed: | 0% |

Analyst Recommendation: This position is vacant due to a resignation. The Special Drug Task Force Attorney is responsible for providing legal services to the Brown County Drug Task Force team. Due to the high volume of cases, it is urgent to refill this position in a timely manner. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact: David Lasee

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23800
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 20, 2016

Departments for position approval process:

Human Services (CTC) – Certified Occ. Therapy Assistant
Vacated – 6/19/16

Human Services – Children, Youth & Families Manager
Vacated – 6/3/16

Human Services – Economic Support Specialist
Vacated – 7/5/16

Human Services – Social Worker/Case Manager (Child Protection)
Vacated – 6/20/16

NEW Zoo – Administrative Secretary
Vacated – 6/8/16

PALS – Planner I – Transportation/GIS
Vacated – 6/14/16

Public Works (Facilities) – Housekeeper (.5 FTE)
Vacated – 5/23/16

Register of Deeds – Vital Records Specialist
Vacated – 6/6/16

BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
3150 Gershwin Drive
Green Bay, WI 54311

Phone (920) 391.4700



June 13, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Anja Andres
Therapy Services Manager - Community Treatment Center

SUBJECT: Request to Fill Position – COTA 0.4

1. **Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A-1 form.)**

The current job description was updated on 6/18/15 and remains accurate.

2. **Are the duties of the position related to an essential (mandatory) service? If yes, please explain.**

This position covers therapeutic programming on Nicolet Psychiatric Center and Bay Haven. These programs are required per regulation and are required to occur seven days/week. This position compliments the full time COTA. The seven day/week requirement came about in early 2015 after a citation during a federal survey.

3. **Describe job performance measurement for this position (clients, caseload, work output, etc.)**

This position runs two to three programs daily despite census. The performance measurements are quality/type of programs, treatment plan development, daily documentation after each daily group, ability to plan groups based on resident needs and continuously develop new treatment ideas, and customer service.

4. **Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

Since this position is required to run therapeutic programs seven days/week despite census, it would cause stress on this department to leave this position unfilled. There are three full time COTA's on staff with full caseloads. The full time COTA which compliments this position, and two full time COTA's on Bayshore Village. They have full activity and restorative duties.



5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is a budgeted position that was vacated due to a resignation.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Since programming is required seven days /week per regulation and as a correction to a federal citation it would be necessary to cover the groups, treatment planning, and documentation that is required. There will be overtime offered in order to complete these requirements. This would affect the budget. The full time COTA's on Bayshore Village will be asked to assist in this coverage, but there will be activity groups and some range of motion programs either not completed to desired expectation or CNA activity aides will receive overtime to complete. I, as a manager, will also offer coverage but the time commitment will affect my involvement at meeting/committees etc.

Budget Impact Calculation

Department: Human Services/CTC Therapy Services
Position: Certified Occupational Therapy Assistant (.4 FTE)

Partial Budget Impact: 6/19/16 - 12/31/16 **26 Weeks**

| | | |
|-----------------|----|--------------|
| Salary | \$ | 7,488.00 |
| Fringe Benefits | \$ | 9,159.00 |
| | | \$ 16,647.00 |

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

| | | |
|-----------------|----|--------------|
| Salary | \$ | 14,976.00 |
| Fringe Benefits | \$ | 18,318.00 |
| | | \$ 33,294.00 |

Note: This position is in the 2016 budget.

Position vacated: 6/19/2016

Budgeted hourly wage rate: \$18.00
Class/Comp Grade & Range: PG: 14 Min: \$16.87 Mkt: \$21.08 Max: \$25.30

| | | |
|--|-----|--|
| Total Number of FTEs Budget for this position title in budget: | 3.4 | |
| Number of FTEs <u>Unfunded</u> for this position in budget | 0 | |
| Total Number of FTEs Available to be filled for this title in budget | 3.4 | |
| Number of FTEs filled with this position vacant: | 3 | |
| Percent of this position staffed: | 88% | |

Analyst Recommendation: This vacancy is due to a resignation. This part-time position was added in fall of 2015 after a citation during a federal survey which required programming on NPC and Bay Haven 7 days/week. This position compliments the Full Time COTA already on staff to provide coverage all 7 days. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Anja Andres

391-4848

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6168

May 25, 2016

TO: Troy Streckenbach, County Executive
Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration

FROM: Nancy Fennema, Deputy Director
Human Services

SUBJECT: Request to Fill – Children, Youth & Families Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)

The position description was reviewed and the necessary updates were made.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The position accomplishes mandatory duties in the area of the overall management of the Human Services Department's Children, Youth, and Family services, working to meet the requirements of the department under Wisconsin Chapters 46, 48 and 938 and Administrative rules DHS 35 and DCF 59.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Children, Youth and Family Manager provides supervision to ten supervisors for Child Protection Services, Juvenile Justice, Shelter Care and our Child and Adolescent Behavioral Health unit. Performance is shown by regulatory compliance, regular reporting, strategic planning and personnel performance.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

At this time there is not an opportunity to streamline or reorganize Children, Youth and Family. The position has a large span of responsibilities, and includes the supervision of multiple program areas.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Funding is available as a portion of the 2016 budget.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

It is not wise to delay filling of this position given the responsibilities and expectations.

Budget Impact Calculation

Department: Human Services
Position: Children, Youth and Families Manager

Partial Budget Impact: 6/3/16 - 12/31/16 **28 Weeks**

Salary \$ 39,244.69

Fringe Benefits \$ 14,667.15

\$ 53,911.85

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 72,883.00

Fringe Benefits \$ 27,239.00

\$ 100,122.00

Note: This position is in the 2016 budget.

Position vacated: 6/3/2016

Budgeted hourly wage rate: \$35.04

Class/Comp Grade & Range: PG: 7 Min: \$28.03 Mkt: \$35.04 Max: \$42.05

Total Number of FTEs Budget for this position title in budget:

1

Number of FTEs Unfunded for this position in budget

0

Total Number of FTEs Available to be filled for this title in budget

1

Number of FTEs filled with this position vacant:

0

Percent of this position staffed:

0%

Analyst Recommendation: This vacancy is due to a resignation. The Children, Youth and Families Manager position is an important component of the Human Services Department. This position provides administration and management of the Child Welfare, Juvenile Justice and related Children and Family systems of care. Responsibilities include ensuring the department satisfies the expectations of Wisconsin Chapter 48, Chapter 938 and Administrative Rules DHS 35 and DCF 59. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Erik Pritzl 448-6005

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

June 14, 2016

TO: Brittany Zaehring, Human Resources Director
Chad Weininger, Director of Administration
Troy Streckenbach, County Executive

FROM: Jenny Hoffman, Economic Support Manager
Brown County Human Services

SUBJECT: Economic Support Specialist -- request to fill position

1. Is the position description current or does it require updates?
The position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. The Economic Support unit handles over 25,000 cases; the total caseload has increased significantly since 2009 (16,000 cases). This unit has a high workload volume coupled with a large volume of policy and systems changes which can occur weekly, monthly, and/or annually. Multiple performance standards imposed by the Department of Health Services and Department of Children and Families have to be met so we are in compliance. Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Processes have been streamlined over the past several years in an effort to maximize our resources and reduce costs.

- o Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- o The Economic Support Manager, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- o Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.



- o We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- o We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- o Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialist

Partial Budget Impact: 7/5/16 - 12/31/16 **24 Weeks**

Salary \$ 14,706.00

Fringe Benefits \$ 9,655.38

\$ 24,361.38

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 31,863.00

Fringe Benefits \$ 20,920.00

\$ 52,783.00

Note: This position is in the 2016 budget.

Position vacated: 7/5/2016

Budgeted hourly wage rate: \$16.34

Class/Comp Grade & Range: PG: 16 Min: \$14.59 Mkt: \$18.24 Max: \$21.88

Total Number of FTEs Budget for this position title in budget: 50

Number of FTEs Unfunded for this position in budget: 0

Total Number of FTEs Available to be filled for this title in budget: 50

Number of FTEs filled with this position vacant: 49

Percent of this position staffed: 98%

Analyst Recommendation: This vacancy is due to a promotion. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorie M. Blaylock, HR Analyst

Contact

Jenny Hoffman

448-6367

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

DIRECTOR

June 13, 2016

TO: Troy Streckenbach, County Executive
Brittany Zachringer, Human Resources Director
Chad Weininger, Director of Administration

FROM: Lauren Krukowski, Social Worker Supervisor-Child Protection
Human Services

SUBJECT: Request to Fill – Child Protection Social Worker/Case Manager

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Yes, it is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this specific position is for an Access Worker. An Access Worker is necessary to take calls of child neglect and abuse on a daily basis. These referrals need to be entered into the system within a certain amount of time.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position has a high work output on a daily basis due to the nature of the position.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

NA- at least three are needed in this position.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

There would be a significant impact as the need for this position is a high daily need.

Budget Impact Calculation

Department: Human Services/Child Protection
Position: Social Worker/Case Manager - CPS

Partial Budget Impact: 6/20/16 - 12/31/16 **26 Weeks**

Salary \$ 23,770.50

Fringe Benefits \$ 11,667.50

\$ 35,438.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 47,541.00

Fringe Benefits \$ 23,335.00

\$ 70,876.00

Note: This position is in the 2016 budget.

Position vacated: 6/20/2016

Budgeted hourly wage rate: \$24.38

Class/Comp Grade & Range: PG: 12 Min: \$19.50 Mkt: \$24.38 Max: \$29.25

Total Number of FTEs Budget for this position title in budget: 10

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 10

Number of FTEs filled with this position vacant: 9

Percent of this position staffed: 90%

Analyst Recommendation: This vacancy is due to an internal transfer. Child protective services are mandated by state law and regulations that require a response to the community when the risk to a child's safety is identified. This position would be available 37.5 hours per week to assist with taking Crisis Calls from law enforcement, attending court, family interactions and service delivery. There are legal consequences for Human Services non-compliance. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Erik Pritzl 448-6005

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662-2401 FAX (920) 434-4162
E-MAIL ANDERSON_NS@CO.BROWN.WI.US



NEIL S. ANDERSON
DIRECTOR

June 3rd, 2016

TO: Brittany Zaehring, Human Resources Director
Camille Stymiest, Human resource Analyst

FROM: Neil Anderson, NEW Zoo & Parks Director
NEW Zoo and Parks

SUBJECT: Request to Fill – Administrative Secretary - Zoo

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description was reviewed for this posting. There are no changes to the job description.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

This position supports the Zoo management and operations in a variety of tasks that include invoice processing, processing Zoo Pass orders, correspondence with Zoo customers in-person, letters, and the newsletter, inventory tracking, and other essential functions in maintaining AZA accreditation and providing superior customer service to our visitors.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The essential functions that will be performed are:

- Annual Zoo Passes - 300 new; 2500 renewals; Total 2800
 - Putting together & processing zoo pass memberships and packets
 - Monthly Renewals
 - Google Deposits
 - Email Correspondence to Zoo Pass Members
- Accounts Payable
 - Creating Purchase Orders in Logos
 - Paying Invoices through Logos (creating batches)
- Copy Requests
- Advanced Tickets
- Mail (Distributing incoming mail and sending out outgoing mail)
- Maintaining restricted donations spreadsheet
- Typing correspondence.
- Properly handle visitor concerns - Approx. 240,000 visitors annually.
- Special events – participation in planning, executing tasks for successful events

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The NEW Zoo and Parks have transitioned into a consolidated department a few years ago. Currently the NEW Zoo & Adventure Park as well as the Reforestation Camp has begun a strategic master plan process with an outside vendor to look at and recommend future direction for not only the business functions, but overall site development and strategic direction. Identifying and recommending action plans to secure future success for the entire site and coordinated efforts and efficiencies.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of filling the position. The position does not need to be held vacant for a period of time to offset any budget shortfalls that are not predicted at this time. This position will be vacant for more than one month. In addition to the other vacancies within the structure, it is critical to have this position filled and trained as soon as possible due to the timing in our busiest time of year.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position supports the NEW Zoo and Parks Director as well as the Curator of Animals and Operations Manager. Without the administrative support, the management staff will be left to their own on completing the administrative tasks. Additionally, this position provides an element of internal control in the processing of invoices, receipts, and maintaining documentation that provides the needed information for reconciliations. The administrative staff at the NEW Zoo is kept at the bare minimum as it is preferred that most positions are in direct contact with either our customers or animal keeping. It has been determined that this position is essential.

The NEW Zoo has been utilizing a Parks Department staff person to assist in keeping up with the critical tasks as well as Zoo staff for processing memberships.

Budget Impact Calculation

Department: N.E.W. Zoo
Position: Administrative Secretary

Partial Budget Impact: 06/08/16 - 12/31/16 29 Weeks

Salary \$ 19,650.29

Fringe Benefits \$ 8,467.44

\$ 28,117.73

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 35,235.00

Fringe Benefits \$ 15,183.00

\$ 50,418.00

Note: this position is in the 2016 budget

Position vacated: 6/8/2016

Budgeted hourly wage rate: \$16.94

Class/Comp Grade & Range: PG:14 Min: \$16.87 Market: \$21.08 Max: \$25.30

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is vacant due to a resignation. The Administrative Secretary plays a vital role within the department as it supports the N.E.W. Zoo Director with all administrative related functions. This position is also responsible for the upkeep of the departments financials. At this time, the N.E.W. Zoo is working through its busiest season. I recommend approval. Camille Stymiest, HR Analyst

Contact: Neil Anderson 662.2401

PLANNING COMMISSION

Brown County

305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3800

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning



CHUCK LAMINE, AICP

PLANNING DIRECTOR

June 14, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zachringer, Human Resources Director

FROM: Chuck Lamine, Planning Director
Brown County Planning and Land Services

A handwritten signature in black ink, appearing to read "Chuck Lamine", written over the printed name in the "FROM:" field.

SUBJECT: Request to Fill Planner I – Transportation/GIS Position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to submitting the A1 form.**)

The position description is current and does not require updates.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. Many of the duties of this position are related to transportation plans and programs that are required by federal law. For example, this position assists with the annual development of the Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. The TIP is completed to enable the Green Bay Urbanized Area to receive millions of federal dollars each year for street, highway, public transit, bicycle/pedestrian, and other transportation projects. This position is responsible for assisting with the completion other federally-mandated activities as well.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Job performance will largely be based on:

- Successful completion of the TIP and other federally-mandated plans and programs.
- Successful development of graphics and other illustrative materials for plans, studies, and public presentations.
- Successful completion of plans, studies, and other tasks that are supervised by this position.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Now that the Urbanized Area exceeds 200,000 people, there are additional federal transportation planning requirements that have to be satisfied by the department's transportation planning division. The transportation planning division was also informed in 2013 that it will have to assume a significant role in the administration of a federal transportation program that was previously administered by the Wisconsin Department of Transportation (WisDOT), and this program was assigned to the transportation planning division by WisDOT because the Urbanized Area now exceeds 200,000 people. If this position is not filled, existing transportation planning staff will have to take on the added responsibility of these federal requirements while continuing to perform their current duties.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of filling the position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The position is largely funded by federal and state grants. Not filling the position for three, six, or 12 months will proportionately reduce the grant funding available to Brown County to run the transportation planning program. Also, because the transportation planning division is required to complete more federally-mandated tasks than in the past because the Urbanized Area now exceeds 200,000 people, the remaining transportation planning staff will have to take on the added responsibility of these federal requirements while continuing to perform their current duties if this position is not filled.

Budget Impact Calculation

Department: Planning and Land Services
Position: Planner I- Transportation/GIS

Partial Budget Impact: 06/14/16 - 12/31/16 28 Weeks

Salary \$ 24,696.00

Fringe Benefits \$ 9,030.00

\$ 33,726.00

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 45,864.00

Fringe Benefits \$ 16,770.00

\$ 62,634.00

Note: this position is in the 2016 budget

Position vacated: 6/14/2016

Budgeted hourly wage rate: 22.05
Class/Comp Grade & Range: PG:11 Min: \$20.97 Market: \$26.21 Max: \$31.46

| | |
|--|----|
| Total Number of FTEs Budget for this position title in budget: | 1 |
| Number of FTEs <u>Unfunded</u> for this position in budget | 0 |
| Total Number of FTEs Available to be filled for this title in budget | 1 |
| Number of FTEs filled with this position vacant: | 0 |
| Percent of this position staffed: | 0% |

Analyst Recommendation: This position is vacant due to a resignation. The Planner I specializes in Geographic Information Systems and it is responsible for assisting the federal transportation program. This position holds a high level of responsibility within the department as it is required to satisfy the federal transportation planning requirements. I recommend approval. Camille Stymiest, HR Analyst

Contact: Chuck Lamine 448.6484

PUBLIC WORKS

Brown County

BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL: LEBOEUF_DL@CO.BROWN.WI.US



DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

5/25/2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources Director

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works - Facilities Management Division

RE Request to fill – Part-time Housekeeping Position

1. *Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A-1 Form).*

Yes, it's current.

2. *Are the duties of the position related to essential (mandatory) services? If yes, please explain.*

- Yes, this position is essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

3. *Describe job performance measurement for this position (clients, caseload, work output, etc.)*

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.*

- This position is in the 2016 budget and due to staffing cuts in the past that led to current staffing issues.
- My staff is working overtime to try to keep up with the work.
- Currently there is an employee on "sit down work" and along with the past housekeeping staff cuts, temp employees and costly overtime is required in helping to keep up with the work load demand.
- Previous yearly reorganization efforts have decreased staff significantly to the point that there is no "fat" left to remove.
- In 2012, I was forced to reduce the number of employees that were allowed to take vacation at the same time (Monday thru Friday) from 2.0 down to 1.0.

5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?*

- Yes. The 2016 budget has 8.5 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results; and many times cannot pass the Sheriff Department's Time & Security background checks, which means they are not allowed to clean in most of the County buildings.

6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*

- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
- The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the County's investments clean and well maintained.

Budget Impact Calculation

Department: Public Works- Facility
Position: Housekeeper (.5 FTE)

Partial Budget Impact: 05/23/16 - 12/31/16 31 Weeks

| | |
|-----------------|--------------------|
| Salary | \$ 3,931.04 |
| Fringe Benefits | <u>\$ 3,557.85</u> |
| | \$ 7,488.88 |

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

| | |
|-----------------|--------------------|
| Salary | \$ 6,594.00 |
| Fringe Benefits | <u>\$ 5,968.00</u> |
| | \$ 12,562.00 |

Note: this position is in the 2016 budget

Position vacated: 5/23/2016

Budgeted hourly wage rate: \$12.68

| | |
|--|----------|
| Total Number of FTEs Budget for this position title in budget: | 8.5 |
| Number of FTEs <u>Unfunded</u> for this position in budget | <u>0</u> |
| Total Number of FTEs Available to be filled for this title in budget | 8.5 |
| Number of FTEs filled with this position vacant: | 6 |
| Percent of this position staffed: | 71% |

Analyst Recommendation: This position is essential for making sure our county buildings are clean and safe for our employees and the public. The duties include but are not limited to, parking lot upkeep, plant and ground maintenance, snow removal, trash pickup and building repairs. I recommend for approval.
Camille Stymiest, HR Analyst

Contact

Paul Fontecchio 920.448.2170

REGISTER OF DEEDS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4470 FAX (920) 448-4449

E-Mail: williquette_ca@co.brown.wi.us

CATHY WILLIQUETTE LINDSAY CPM
Register of Deeds

June 13, 2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: Cathy Williquette Lindsay
Register of Deeds

SUBJECT: Request to Fill – Vital Records Specialist Position

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.) Position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, this position is responsible for filing vital records and the issuance of certified copies of vital records. First point of contact for the public in applying for certified copies of vital records.

3. Describe job performance measurement for this position (clients, caseload, and work output):

Reviews and examines for accuracy, accepts, and files, military discharge records and domestic partnership agreements according to State Statute.

Reviews, accepts for filing, scans and enters marriage data from worksheet into Statewide Vital Records Information System.

Reviews and accepts for filing death records into Statewide Vital Records Information System. Indexes and maintains Birth, Death, Marriage, Military Discharge and Domestic Partnership Index.

Receives payments, issues receipts and accounts for monies handled.

Mails invoices and receipts payments received from monthly funeral home charge accounts.

Processes requests for certified copies of birth, death, marriage, domestic partnership and/or military discharge records, by mail or vitalchek, verifying direct and tangible interest.

Performs receptionist and/or counter duties.

Answers questions regarding departmental regulations and policies.

Obtains information from the public for the completion of forms, documents, records, etc.

Receives payments, issues receipts and accounts for monies handled and prepares cash report.

Assists and instructs genealogists/customers on how to search public indexes and records.

Back scans and indexes older vital records as time permits.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Analyzed workflow and determined a reduction in hours would be able to handle the workload currently being accomplished by 1.0 FTE. New employee will work 5 hours per day (3 hour reduction) during the peak customer service hours of 9:00 a.m. to 2:00 p.m. and extra hours as needed to cover for vacations, etc.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

YES

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? We are going into our busiest time of the year for both real estate recordings and marriages. Not filling will create a substantial delay in timeliness of service to public.

Budget Impact Calculation

Department: Register of Deeds
Position: Vital Records Specialist (.7 FTE)

Partial Budget Impact: 6/6/16 - 12/31/16 26 Weeks

Salary \$ 11,255.00

Fringe Benefits \$ 9,739.50

\$ 20,994.50

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting.

Annualized Budget Impact:

Salary \$ 22,510.00

Fringe Benefits \$ 19,479.00

\$ 41,989.00

Note: This position is in the 2016 budget at 1.0 FTE. Hiring under budget at .7 FTE.

Position vacated: 6/6/2016

Budgeted hourly wage rate: \$15.46

Class/Comp Grade & Range: PG: 17 Min: \$13.57 Mkt: \$16.96 Max: \$20.35

Total Number of FTEs Budget for this position title in budget:

2

Number of FTEs Unfunded for this position in budget

0

Total Number of FTEs Available to be filled for this title in budget

2

Number of FTEs filled with this position vacant:

1

Percent of this position staffed:

50%

Analyst Recommendation: This vacancy is due to a internal transfer. Currently staffed by 2.0 FTEs and due to a slight decrease in number of new vital records filed, department feels the workload can be covered by reducing one FTE to .70 with hours scheduled during busiest customer service hours of 9 am to 2 pm daily. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact

Cathy Williquette Lindsay

448-4469

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 27, 2016

Departments for position approval process:

- No vacancies were submitted for approval.



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: _____

Agenda No. : _____

Motion from the Floor

I make the following motion: *Review the new Medical Examiner / Forensic Pathologist Department operation and relationships with funeral homes - include input from funeral homes -*

Exec Comm.

Signed: *David J. Koster*

District No.: *16*

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: JUNE 15, 2016.

Agenda No. : _____

Motion from the Floor

Communication.
I make the following motion: TO ESTABLISH A
PERSONNEL COMMITTEE FOR BROWN COUNTY.

Signed: _____

District No.: _____

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

BROWN COUNTY BOARD MEETING ITEMS TO REFER TO COMMITTEE

Meeting Date: JUNE 15, 2016

| Agenda Item # | Description | Committee Referred To | SYNOPSIS OF COMMUNICATIONS |
|---------------|--|--|---|
| 5a | Late Communication | Planning, Development & Transportation Committee | From Supervisor Nicholson: Requesting a No Parking sign from here to corner at 2545 Manitowoc Road. |
| 5b | Late Communication/ Request | Chairman Moynihan and Vice Chairman Lund | Supervisor Zima verbally requested the policy regarding contract service money paid be sent out to all County Board Supervisors by Chairman Moynihan and Vice-Chairman Lund. |
| 5c | Late Communication | Executive Committee | From Supervisor Campbell: to establish a Personnel Committee for Brown County. |
| 9c | Referral 20i, 20ii, 20iii | County Board of Supervisors | Motion was made by Vice Chairman Lund and seconded by Supervisor Nicholson to refer items 20i, 20ii, 20iii (under Report of Executive Committee of June 6, 2016) back to next month's Board of Supervisors meeting. |
| 11e | Referral | Executive Committee | Supervisor Zima requested agenda item #11e (Closed Session: discussion regarding the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department) be referred back to next month's Executive Committee. |
| 12a | Late Communication | Executive Committee | From Supervisor Van Dyck: Rescind the amendment to Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure" made by the County Board in 2014. |
| 12b | Late Communication | Executive Committee | From Supervisors Sieber and Linssen: To ask the Brown County District Attorney's office to investigate violations of closed sessions and/or the dissemination of classified information. |
| 12c | Augmentation of Record & Attorney Memorandum | County Board of Supervisors | Augmentation presented by Chairman Moynihan on behalf of Juliana Ruenzel. See attachment for complete statement by Ms. Ruenzel. Attorney Memorandum presented by DOA Weininger. See attachment for complete attorney report. |

Documents delivered by:


Sandra L. Juno **6.16.16**
 County Clerk Date

Transfer of Documents from the County Clerk's Office to:

Kristen M. Hooker **Date**
 Corporation Counsel

Troy Streckenbach **Date**
 County Executive

Alicia Loehlein **Date**
 County Board Office

Administration **Date**

6

County Board 6/15/16

Ha(11e)Hf

****Committee of the Whole**

- g. Resolution re: Authorizing the Issuance and Sale of \$7,135,000 General Obligation Corporate Purpose Bonds, Series 2016A.

11. Closed Sessions:

Executive Committee

- a. Treasurer - Optional closed session (if Executive Committee desires) agenda item to discuss any issues involving bargaining the potential sale of the above (Under Item 9c) listed parcels (as provided by WI Statute 19.85). 19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- b. Closed Session: Deliberation, non-evidentiary discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe_ dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances. Pursuant to Wis. Stat., § 19.85(1)(a), any meeting of a governmental body may be convened in closed session for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. And, pursuant to Wis. Stat., § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter.
- c. Reconvene in Open Session: Discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances.
- d. Open Session: Discussion and possible action regarding convening in closed session to discuss the resignation of the Corporation Counsel and specific personnel matter reviewed within the Corporation Counsel Department.
- e. Closed Session: Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- f. Reconvene in Open Session: Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department.

Planning, Development & Transportation Committee

- g. Open Session: Discussion and possible action regarding the placement of Parcel D-212-2 for sale (8.5 acres of Brown County Highway Department land on Scray Hill Road located in the Town of Ledgeview).

6



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: _____

6/15/16

Agenda No. : _____

Motion from the Floor

I make the following motion: _____

To ask the Brown County District
Attorneys office to investigate violations of closed sessions
and/or the dissemination of classified information

Signed: _____

District No.: _____

H7


(18)

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

7



12a

**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 6/15/16

Agenda No. : Late Communication

Motion from the Floor

I make the following motion: Rescind the amendment To Sections
4.92 and 4.93 of chapter 4 of the Brown County Code Entitled
"Grievance Procedure" made by the County Board in 2014

Refer To Executive Committee

Signed: [Signature]

District No.: 17

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

May 18, 2016

**AN ORDINANCE AMENDING SECTIONS 4.93 OF CHAPTER 4
OF THE BROWN COUNTY CODE ENTITLED "GRIEVANCE PROCEDURE"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Sections 4.93 of Chapter 4 of the Brown County Code regarding the Grievance Procedure is amended to include a Just Cause Standard of review as follows:

4.93 THE POWERS AND RESPONSE OF THE IMPARTIAL HEARING OFFICER.

Written Decision: After reviewing the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written recommendation. The Impartial Hearing Officer may request oral or written arguments and replies. The recommendation shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Administration was ~~arbitrary or capricious?~~ without just cause. Just cause is defined as follows: progressive discipline process such as a verbal warning and/or written warning, suspension and/or termination, or automatic suspension or termination if the situation is warranted.

Section 2 - This ordinance shall become effective upon passage and publication.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved by:

Troy Streckenbach, (Date)
COUNTY EXECUTIVE

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Drafted by Corporation Counsel

Final Draft Approved by Corporation Counsel

Fiscal Impact: *This ordinance does not have a fiscal impact; therefore it does not require an appropriation from the General Fund.*

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|--------------|------------|------|------|---------|---------|
| SIEBER | 1 | | | | |
| DE WANE | 2 | | | | |
| NICHOLSON | 3 | | | | |
| HOYER | 4 | | | | |
| GRUSZYNSKI | 5 | | | | |
| HAEFS | 6 | | | | |
| ERICKSON | 7 | | | | |
| ZIMA | 8 | | | | |
| EVANS | 9 | | | | |
| KAYE | 10 | | | | |
| BUCKLEY | 11 | | | | |
| LANDWEHR | 12 | | | | |
| DANTINNE, JR | 13 | | | | |

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---------------|------------|------|------|---------|---------|
| LA VIOLETTE | 14 | | | | |
| KATERS | 15 | | | | |
| KASTER | 16 | | | | |
| VAN DYCK | 17 | | | | |
| JAMIR | 18 | | | | |
| ROBINSON | 19 | | | | |
| CLANCY | 20 | | | | |
| CAMPBELL. | 21 | | | | |
| MOYNIHAN, JR. | 22 | | | | |
| BLOM | 23 | | | | |
| SCHADEWALD | 24 | | | | |
| LUND | 25 | | | | |
| FEWELL | 26 | | | | |

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL OFFICE

Brown County

305 E. Walnut Street, Suite 680
P.O. Box 23600
Green Bay, WI 54305-3600

Juliana M. Ruenzel
Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
ruenzel_jm@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: November 4, 2015

REQUEST TO: Brown County Board of Supervisors

MEETING DATE: November 4, 2015

REQUEST FROM: Executive Committee

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: An Ordinance to Amend Section 4.93, of the County's employee Grievance Procedure under the Brown County Code Section entitled "The Powers and Response of the Impartial Hearing Officer".

ISSUE/BACKGROUND INFORMATION:

This ordinance is amended to create a just cause standard under the employee grievance procedure.

ACTION REQUESTED:

The Executive Committee requests approval from the County Board on this amended ordinance.

FISCAL IMPACT:

1. Is there a fiscal impact? ☐ Yes ☒ No
- a. If yes, what is the amount of the impact? \$ _____
- b. If part of a bigger project, what is the total amount of the project? \$ _____
- c. Is it currently budgeted? ☐ Yes ☐ No
1. If yes, in which account? _____
2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF THE
ACCOUNT CLERK II POSITION IN THE
TREASURER'S DEPARTMENT TABLE OF ORGANIZATION**

WHEREAS, the Brown County Treasurer's Department ("Department") currently has a vacant Account Clerk II position ("Position") due to a retirement; and

WHEREAS, the Department completed a thorough review of the Position and realigned some of the duties to another staff member to better meet the needs of the Department; and

WHEREAS, the duties of the vacant Position are now more aligned with those of an Account Clerk I position; and

WHEREAS, the Human Resources Department in conjunction with the Treasurer's Department recommend the reclassification of 1.00 FTE Account Clerk II position in Pay Grade 16 in the Treasurer's table of organization to 1.00 FTE Account Clerk I position in Pay Grade 16 of the Classification and Compensation Plan; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of 1.00 FTE Account Clerk II position in Pay Grade 16 in the Treasurer's table of organization to 1.00 FTE Account Clerk I in Pay Grade 16 of the Classification and Compensation Plan.

Budget Impact:
Treasurer's Department

| Partial Year Budget Impact 08/01/16 – 12/31/16 | FTE | Addition/ Deletion | Salary | Fringe | Total |
|---|------------|-------------------------------|-------------------|-----------------|-------------------|
| Account Clerk II | (1.00) | Deletion | \$(15,925) | \$(6,512) | \$(22,437) |
| Account Clerk I | 1.00 | Addition | \$ 14,820 | \$ 6,346 | \$ 21,166 |
| Partial Budget Impact | | | \$(1,105) | \$(165) | \$(1,270) |

| Annualized Budget Impact | FTE | Addition/ Deletion | Salary | Fringe | Total |
|---------------------------------|------------|-------------------------------|-------------------|-----------------|-------------------|
| Account Clerk II | (1.00) | Deletion | \$(38,220) | \$(15,628) | \$(53,848) |
| Account Clerk I | 1.00 | Addition | \$ 35,568 | \$ 15,231 | \$ 50,799 |
| Annualized Budget Impact | | | \$(2,652) | \$(397) | \$(3,049) |

Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution reduces employee expenditures in the Treasurer's 2016 budget by \$1,270.

Respectfully submitted,
ADMINISTRATION COMMITTEE &
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ACCOUNT CLERK I

REPORTS TO: TREASURER AND DEPUTY TREASURER

DEPARTMENT: TREASURER

JOB SUMMARY:

Customer service oriented position with strong problem-solving and communication skills required. Performs varied and increasingly responsible basic accounting, reporting, and related duties involving the maintaining and reconciliation of records and processing documents related to financial transactions, calling for independent judgment, initiative and specialized knowledge in carrying out established procedures or applying laws and regulations; performs related functions as assigned

ESSENTIAL DUTIES:

Serves as a primary phone and counter contact in the department. Answers property tax related inquiries from the general public.

Records financial transactions for taxpayers and other County departments; follows up as needed.

Handles cash, prepares bank deposits by scanning checks, locates and corrects balancing errors; reconciles daily cash control reports; performs related tasks.

Verifies and enters assessment, lottery credit, foreclosure lienholder, and mailing address information in the tax system.

Prepares purchase orders

Prints and prepares payroll stubs and accounts payable checks

Mails tax bills, delinquent notices, receipts, and other written correspondence to taxpayers.

Tracks and re-deposits non-sufficient funds checks

Retrieves, opens, sorts, and distributes mail

MATERIALS AND EQUIPMENT USED:

General telephone, computer, cash counter, check scanner, folder/sealer machine, and other general office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate degree in accounting, plus one year bookkeeping experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform these job duties.

Licenses and Certifications: None

Knowledge, Skills and Abilities:

Ability to communicate effectively both orally and in writing.

Skill in providing good customer service.

Ability to establish and maintain effective working relationships with staff and the public.

Knowledge of basic data processing techniques and procedures.

Knowledge and ability to use a computer and the required software, including spreadsheet and word processing applications.

Ability to operate a variety of standard office equipment.

Ability to perform full data entry functions at a rate of 80 net keystrokes per minute.

Ability to make fairly complex arithmetic computations.

Ability to learn the specialized procedures of the department in which employed.

Ability to work the required hours of the position.

Knowledge of basic accounting practices.

Conversational abilities in Spanish language (speaking and comprehension) a plus.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 05/17/16

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: June 20, 2016
REQUEST TO: Administration Committee
MEETING DATE: July 6, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of the Account Clerk II Position in the Treasurer's Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Treasurer's Department has a vacant Account Clerk II position due to a retirement. The department completed a thorough review of the position and realigned some of the duties to another staff member to better meet the needs of the department. The duties of the vacant position are now more aligned with an Account Clerk I position.

ACTION REQUESTED:

Reclassify 1.00 FTE Account Clerk II position to 1.00 FTE Account Clerk I position in the Treasurer's Department table of organization.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? 2016 Savings \$(1,270)/Annualized Savings (\$3,049)
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

11

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING AUTHORITY TO EXECUTE
A 2016 LABOR AGREEMENT WITH THE BROWN COUNTY
COMMUNITY TREATMENT CENTER REGISTERED NURSES**

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors approves a wage adjustment increase of 3% for employees with a pay rate below mid-point, an increase of 2% for employees with a pay rate at mid-point, an increase of 1% for employees with a pay rate above mid-point, an increase of .5% for employees with a pay rate above maximum, and increase any employee with a pay rate below minimum to the minimum pay rate plus 3%, in the 2016 budget with the intent to issue the above percentage that brings employees closest to their market rate. This wage adjustment applies to the employees of the Brown County Community Treatment Center Registered Nurses.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a one (1) year labor agreement on behalf of Brown County with the Brown County Community Treatment Center Registered Nurses for the year 2016 effective January 1, 2016.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

1. Article 2. WAGE SCHEDULE

Revise to reflect:

Effective the first day of the pay period that includes January 1, 2016:

0% increase in total base wages for employees with a start date of December 31, 2015, or prior.

2. **Article 3. DURATION OF AGREEMENT**

One year agreement (2016).

Fiscal Note: This resolution does not require an appropriation from the General Fund. The funding was budgeted in the 2016 budget process.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|--------------|---------|------|------|---------|---------|
| SIEBER | 1 | | | | |
| DE WANE | 2 | | | | |
| NICHOLSON | 3 | | | | |
| HOYER | 4 | | | | |
| GRUSZYNSKI | 5 | | | | |
| LEFEBVRE | 6 | | | | |
| ERICKSON | 7 | | | | |
| ZIMA | 8 | | | | |
| EVANS | 9 | | | | |
| VANDER LEEST | 10 | | | | |
| BUCKLEY | 11 | | | | |
| LANDWEHR | 12 | | | | |
| DANTINNE, JR | 13 | | | | |

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---------------|---------|------|------|---------|---------|
| BRUSKY | 14 | | | | |
| KATERS | 15 | | | | |
| KASTER | 16 | | | | |
| VAN DYCK | 17 | | | | |
| LINSEN | 18 | | | | |
| KNEISZEL | 19 | | | | |
| CLANCY | 20 | | | | |
| CAMPBELL | 21 | | | | |
| MOYNIHAN, JR. | 22 | | | | |
| BLOM | 23 | | | | |
| SCHADEWALD | 24 | | | | |
| LUND | 25 | | | | |
| BECKER | 26 | | | | |

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

12

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: June 29, 2016
REQUEST TO: Executive Committee
MEETING DATE: July 11, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Authority to Execute a 2016 Labor Agreement with the Brown County Community Treatment Center Registered Nurses

ISSUE/BACKGROUND INFORMATION:

The Community Treatment Center Registered Nurses bargaining unit is certified for 2016. A Tentative Agreement (TA) was reached between Brown County and the RN's unit. A vote took place and the TA was ratified by members of the unit.

ACTION REQUESTED:

Authorization to execute a 2016 labor agreement with the Brown County Community Treatment Center Registered Nurses bargaining unit.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No Funding was budgeted in the 2016 budget process.
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING REORGANIZATION OF THE
HUMAN SERVICES – COMMUNITY TREATMENT CENTER
TABLE OF ORGANIZATION**

WHEREAS, the Nutritional Services Manager position in the Human Services – Community Treatment Center (“Department”) table of organization is currently vacant; and,

WHEREAS, due to this vacancy the Department completed a thorough evaluation of key management duties for the Department in the areas of food production, staff management and clinical nutrition oversight; and,

WHEREAS, the Department is required by regulatory statutes to have a Registered Dietitian to assess the nutritional needs of the clients in the hospital, nursing home and CBRF and approve client menus. The Nutritional Services Manager position fulfills these duties as well as overseeing the food service staff; and,

WHEREAS, it was determined it would be more efficient for the Department if the Registered Dietitian position focused solely on the dietary requirements and the Food Services Supervisor position would oversee the food service staff; and,

WHEREAS, Human Resources in conjunction with the Department recommend the following changes to the Department’s table of organization: Deletion of (1.00) FTE Nutritional Services Manager position in pay grade 11 of the Classification and Compensation Plan and the addition of 0.80 FTE Nutrition Services Coordinator (Registered Dietitian) in pay grade 11 of the Classification and Compensation Plan and the deletion of (0.50) FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan and the addition of 1.00

FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan; and,

WHEREAS, the cost would be offset by reducing funds for the On-Call Dietitian position.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the following changes to the Human Services – Community Treatment Center table of organization: Delete (1.00) FTE Nutritional Services Manager position in pay grade 11 of the Classification and Compensation Plan and add 0.80 FTE Nutrition Services Coordinator (Registered Dietitian) in pay grade 11 of the Classification and Compensation Plan and delete (0.50) FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan and add 1.00 FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the cost will be offset by a reduction in funds for the On-Call Dietitian position.

Budget Impact:

Human Services – Community Treatment Center

| Annualized Budget Impact | FTE | Addition/ Deletion | Salary | Fringe | Total |
|--|------------|-------------------------------|---------------|---------------|--------------|
| Nutritional Services Manager | (1.00) | Deletion | \$(65,187) | \$(19,458) | \$(84,645) |
| Nutrition Services Coordinator (Registered Dietitian) | 0.80 | Addition | \$ 43,614 | \$ 14,774 | \$ 58,388 |
| Food Services Supervisor | (0.50) | Deletion | \$(25,376) | \$(8,944) | \$(34,320) |
| Food Services Supervisor | 1.00 | Addition | \$ 50,752 | \$ 17,500 | \$ 68,252 |
| On-Call Dietician Funds | | Deletion | | | \$(7,675) |
| Annualized Budget Impact | | | | | - 0 - |

Fiscal Note: This resolution does not have a fiscal impact; and therefore does not require an appropriation from the General Fund.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|--------------|------------|------|------|---------|---------|
| SIEBER | 1 | | | | |
| DE WANE | 2 | | | | |
| NICHOLSON | 3 | | | | |
| HOYER | 4 | | | | |
| GRUSZYNSKI | 5 | | | | |
| LEFEBVRE | 6 | | | | |
| ERICKSON | 7 | | | | |
| ZIMA | 8 | | | | |
| EVANS | 9 | | | | |
| VANDER LEEST | 10 | | | | |
| BUCKLEY | 11 | | | | |
| LANDWEHR | 12 | | | | |
| DANTINNE, JR | 13 | | | | |

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---------------|------------|------|------|---------|---------|
| BRUSKY | 14 | | | | |
| KATERS | 15 | | | | |
| KASTER | 16 | | | | |
| VAN DYCK | 17 | | | | |
| LINSEN | 18 | | | | |
| KNEISZEL | 19 | | | | |
| CLANCY | 20 | | | | |
| CAMPBELL | 21 | | | | |
| MOYNIHAN, JR. | 22 | | | | |
| BLOM | 23 | | | | |
| SCHADEWALD | 24 | | | | |
| LUND | 25 | | | | |
| BECKER | 26 | | | | |

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: June 10, 2016
REQUEST TO: Human Services Committee
MEETING DATE: June 29, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reorganization of the Human Services – Community Treatment Center Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Nutritional Services Manager position in the Human Services – CTC table of organization is currently vacant. A thorough evaluation of key management duties for the department in the areas of food production, staff management and clinical nutrition oversight was completed. A reorganization of the required Registered Dietitian services and supervisory duties would be more efficient.

ACTION REQUESTED:

Change the Human Services – CTC table of organization by deleting 1.00 FTE Nutritional Services Manager position in pay grade 11 and adding 0.80 FTE Nutrition Services Coordinator (Registered Dietitian) in pay grade 11 and deleting (0.50) FTE Food Services Supervisor in pay grade 14 and adding 1.00 FTE Food Services Supervisor in pay grade 14 in the Classification and Compensation Plan. The cost will be offset by reducing funds for the On-Call Dietitian position.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$
 - b. If part of a bigger project, what is the total amount of the project? \$
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? Reduce funds for the On-Call Dietitian position.
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: FOOD AND NUTRITION SERVICES COORDINATOR

REPORTS TO: HOSPITAL AND NURSING HOME ADMINISTRATOR

DEPARTMENT: HUMAN SERVICES - COMMUNITY TREATMENT CENTER

JOB SUMMARY:

Coordinates and evaluates all food and nutrition operations in compliance with regulatory requirements. Plans, coordinates, and evaluates the personnel and activities of the food and nutrition services department that report to this position. Supports food and equipment purchasing decisions. Manages budget and human resources needs of staff. Develops and implements department policies. Directs administrative and clinical operations of the clinical nutrition services, providing leadership and oversight to ensure quality and effective clinical nutrition services. Determines resource needs and oversees departmental operational and capital budgets. Oversees department performance improvement activities in accordance with organizational and regulatory agency requirements. Ensures food and nutrition services meet health, safety, and welfare standards with respect to nutrition; develops and enforces policies and procedures.

ESSENTIAL DUTIES:

Supervises, plans, schedules, and assigns work to subordinates.

Evaluates food products based on customer acceptance, cost, quality, and quantity; modifies the food and nutrition program as needed to meet expectations.

Develops interdepartmental communication for effective food and nutrition service systems management.

Develops and maintains organizational and departmental goals, policies, and procedures.

Ensures that food and nutrition services are in compliance with state, county, and local inspection standards.

Directs department Quality Assurance and Performance Improvement Program in conjunction with the Food Services Manager; ensures compliance with departmental policies and procedures.

Provides clinical nutrition services for clients in nursing home units; consults with staff and families on nutrition problems; assesses clients' needs; charts clinical assessments and recommendations; ensures nutrition problems are addressed and needs are met in an appropriate and effective manner. Monitors and evaluates nutrition interventions.

Provides nutrition consults and assessments for psychiatric hospital and CBRF.

Oversees group nutrition programming for psychiatric hospital. Writes group nutrition curriculum

ensuring timely topics and current education materials are used. Audits the documentation of subordinates and facilitates corrective action as needed.

Provides oversight to all clinical dietitians, including their assessment, planning, evaluation, and nutrition care of patients.

Writes general and therapeutic menus and nourishments; modifies diets according to physician's orders. Makes recommendations for diet orders on nursing home, hospital, and CBRF.

Serves as liaison between medical and nursing staff.

Attends admission, discharge, and other care client conferences as clinically needed.

Directs and monitors department clinical nutrition educational programs . Provide education to staff, residents, and clients as needed.

Participates in department and county committees as needed.

Assists with catering program for special functions such as luncheons, employee recognition meetings, Christmas parties, open house, county functions, etc. at the Community Treatment Center; ensures that meals are pleasing, sanitary and healthy.

Maintains the confidential nature of client business information.

NON-ESSENTIAL DUTIES:

Performs other related functions as assigned.

MATERIAL AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Educational and Experience:

Bachelor's Degree from an accredited college or university in Food and Nutrition or Dietetics and 1200 hour dietetic internship; or Master's Degree; plus three years' experience in food and nutrition services; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities for a registered dietitians.

License and Certifications:

National Dietetic Registration (Accrediting Body: CDR/Academy of Nutrition and Dietetics)

Certified Dietitian in the state of WI

Knowledge, Skills and Abilities:

Knowledge of clinical and administrative dietetics including normal and therapeutic food and nutrition services.

Knowledge of food and nutrition planning, assessment, patterns, and modified diets.

Knowledge of long term care and hospital clinical and behavioral nutrition standards and regulations.

Knowledge of clinical nutrition assessment, diagnosis and interventions with ability to monitor and evaluate interventions and care plans.

Knowledge of therapeutic diet interventions for behavioral health and clinical nutrition problems.

Knowledge of food service administration including budgeting, personnel management, and recipe development and adjustment.

Knowledge of state and federal quality food service and clinical nutrition standards and regulations.

Knowledge of proper food storage and food service equipment.

Knowledge of food specifications.

Knowledge of employee relations, ethics, labor laws and standards of regulatory agencies governing food service operations.

Ability to supervise and manage subordinates.

Ability to organize and plan activities.

Ability to motivate personnel to ensure completion of assignments.

Ability to interact with clients in a therapeutic manner.

Ability to maintain confidential information.

Ability to address difficult situations with clients in a tactful manner.

Ability to identify problems and make necessary changes to optimize department objectives.

Ability to organize and conduct nutrition focused client group sessions.

Ability to work required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operation controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 06/15/16

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: FOOD SERVICES SUPERVISOR

REPORTS TO: HOSPITAL AND NURSING HOME ADMINISTRATOR

DEPARTMENT: HUMAN SERVICES - COMMUNITY TREATMENT CENTER

JOB SUMMARY:

Directs, supervises, plans, and evaluates all food and nutrition production operations in compliance with regulatory requirements. Plans, coordinates, and evaluates the personnel and activities of the food and nutrition services department. Directs food and equipment purchasing. Manages budget and human resources needs of staff. Develops and implements department policies. Determines resource needs and oversees departmental operational and capital budgets. Oversees department performance improvement activities in accordance with organizational and regulatory agency requirements. Ensures food and nutrition services meet health, safety, and welfare standards with respect to nutrition.

ESSENTIAL DUTIES:

Supervise, plan, schedule, and direct work for the food and nutrition services staff members.

Purchase food supplies; write food specifications; develop standardized recipes.

Maintain inventory of food and cooking supplies.

Complete staffing work schedules; adjusts schedule to cover employee vacation, sick time and emergency situations.

Establish work methods, job descriptions, and standards of performance for employees.

Complete employee performance appraisals.

Responsible for on-call duties in relation to the operation and staffing needs to maintain the 24/7 operation of the department.

Monitor quality improvement operational procedures for the department, including food procurement, production, tray line, meal service, dish room and equipment cleaning.

Coordinate staff meetings, in-services, and training needs for the department.

Process diet orders and diet change orders.

Maintain department records, order guides, purchase orders, and requisitions.

Request equipment repair orders and maintains records on equipment repair.

Orientate, onboard, and educate new and existing staff members to meet the needs of the department.

Assist with tray line, the receipt of deliveries and storage of supplies in the absence of available personnel.

Complete and maintain necessary documentation according to applicable requirements, codes, and policies.

Develop interdepartmental communication for effective food and nutrition service systems management.

Prepare department budget; develops financial objectives to meet organizational and departmental goals, policies, and economic constraints.

Develop and maintain organizational and departmental goals, policies, and procedures.

Establish work methods, job descriptions, and standards of performance for employees.

Ensure that food and nutrition services are in compliance with state, county, and local inspection standards.

Maintain complex records and files for future reference; ensures organization of files allows for prompt retrieval of information.

Make recommendations to hire, promote, transfer, terminate subordinate staff; disciplines in accordance with policies and procedures.

Serve as a member of the hospital quality assurance and performance improvement committee, department manager committee, and facility safety disaster committee.

Oversee and direct catering program for special functions such as luncheons, employee recognition meetings, Christmas parties, open house, county functions, etc. at the Community Treatment Center; ensures that meals are pleasing, sanitary and healthy.

NON-ESSENTIAL DUTIES:

Performs other related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
Institutional food service equipment
Diet manual and nutrition composition handbooks
Equipment manuals
Food service reference materials

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Dietetic Technician Associates degree, plus two years hospital/long term care/corrections supervisory experience; or Dietary Managers certification, plus 4 years supervisory hospital/long term care/corrections experience; or Bachelor of Science degree in dietetics or foods and nutrition; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Required: ServSafe certification.

138

Preferred but not required: Dietetic Technician, Registered or Certified Dietary Manager/Certified Food Protection Professional.

Knowledge, Skills and Abilities:

Knowledge of dietetics in both clinical nutrition and the administration of institutional food services, including knowledge of normal and therapeutic nutrition as related to menu planning; procurement; preparation and storage of food and food service equipment; food specifications; and principles of supervision.

Knowledge of employee relations, ethics, labor laws and standards of regulatory agencies governing food service operations.

Knowledge of hazards involved in working with food service equipment, chemicals and work environment.

Knowledge of and ability to utilize a computer and the required software.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff, and the public.

Ability to select, assign and supervise employees.

Ability to organize, plan activities and problem solve.

Ability to understand and carry out policies and procedures.

Ability to interact with clients in a therapeutic manner.

Ability to maintain the confidential nature of client and business information.

Ability to meet time schedules.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 50 pounds maximum with the assistance of another person and frequent lifting and/or carrying of objects weighing up to 25 pounds.

Extended periods of sitting, intermittent standing and walking.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 06/15/16

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF THE
CLERK/TYPIST II POSITION IN THE
CLERK OF COURTS TABLE OF ORGANIZATION**

WHEREAS, the Brown County Clerk of Courts Office has a high volume of court appeals that must be responded to in a timely fashion; and,

WHEREAS, the Clerk of Courts Office has requested to reclassify a Clerk/Typist II position to a Deputy Clerk of Courts I to create more flexibility within the department when assigning Deputy's to court appeals; and

WHEREAS, due to the complexity of the work being performed, a Deputy Clerk of Courts I position is required; and

WHEREAS, the Human Resources Department in conjunction with the Clerk of Courts Office recommends the reclassification of 1.00 FTE Clerk/Typist II position to 1.00 FTE Deputy Clerk of Courts I in Pay Grade 14 of the Classification and Compensation Plan.

WHEREAS, the cost of this reclassification will be offset by deleting (0.80) FTE Deputy Clerk of Courts I position when the current employee retires on July 6, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of 1.00 FTE Clerk/Typist II position in the Clerk of Courts table of organization to 1.00 FTE Deputy Clerk of Courts I in Pay Grade 14 of the Classification and Compensation Plan, effective July 7, 2016, contingent upon the scheduled retirement of the 0.80 FTE Deputy Clerk of Courts I position.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors, the deletion of (0.80) FTE Deputy Clerk of Courts I position effective July 7, 2016.

Budget Impact:

Clerk of Courts

| Partial Year Budget Impact (7/1/15 – 12/31/16) | FTE | Addition/ Deletion | Salary | Fringe | Total |
|---|------------|-------------------------------|-------------------|-------------------|-------------------|
| Clerk/Typist II | (1.00) | Deletion | \$(13,631) | \$(6,996) | \$(20,627) |
| Deputy Clerk of Courts I | (0.80) | Deletion | \$(11,912) | \$(5,752) | \$(17,664) |
| Deputy Clerk of Courts I | 1.00 | Addition | \$ 19,169 | \$ 7,823 | \$ 26,992 |
| Partial Year Budget Impact | | | \$(6,374) | \$(4,925) | \$(11,299) |

| Annualized Budget Impact | FTE | Addition/ Deletion | Salary | Fringe | Total |
|---------------------------------|------------|-------------------------------|-------------------|-------------------|-------------------|
| Clerk/Typist II | (1.00) | Deletion | \$(27,261) | \$(13,993) | \$(41,254) |
| Deputy Clerk of Courts I | (0.80) | Deletion | \$(23,824) | \$(11,504) | \$(35,328) |
| Deputy Clerk of Courts I | 1.00 | Addition | \$ 38,337 | \$ 15,647 | \$ 53,984 |
| Annualized Budget Impact | | | \$(12,748) | \$(9,850) | \$(22,598) |

Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution reduces employee expenditures in the Clerk of Courts 2016 budget by \$11,299.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE &
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: DEPUTY CLERK OF COURTS I

REPORTS TO: CLERK OF COURTS

DEPARTMENT: CLERK OF COURTS

JOB SUMMARY:

Performs moderately complex and responsible legal and clerical work dealing with all areas of the Courts.

ESSENTIAL DUTIES:

Assists in maintaining and drawing jurors for jury panels.

Maintains record system on juror's service.

Prepares vouchers for payment for interpreters, attorneys, court reporters, and expert witnesses.

Collects fees and writes receipts.

Prepares reports on court activities and submits to proper state authorities.

Verifies and answers inquiries of a non-restricted nature regarding criminal and civil records.

Prepares a variety of legal papers such as commitments, judgments, warrants, orders of transfer, notices of case rescheduling, appeals.

Files legal papers.

Provides back-up duties in the Court area.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma, plus two years of office experience, with at least one year in a legal environment; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certificates:

None.

Knowledge, Skills, and Abilities:

Knowledge of legal documents and legal terminology.

Knowledge of English grammar and spelling.

Knowledge of simple bookkeeping practices.

Knowledge of office procedures.

Knowledge of and ability to use a computer and required software.

Ability to learn and apply specialized knowledge and skills in the department.

Ability to perform full data entry functions at a rate of 90 net keystrokes per minute.

Ability to take accurate minutes of legal proceedings.

Ability to maintain accurate legal records.

Ability to learn, interpret and apply policies, regulations, procedures and laws which relate to departmental operations.

Ability to accept responsibility and exercise independent judgment.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to communicate effectively both orally and in writing.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting and reaching.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 06/30/15

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: May 26, 2016
REQUEST TO: Public Safety Committee
MEETING DATE: June 1, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of the Clerk/Typist II Position in the Clerk of Courts
Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Clerk of Courts Office has a high volume of court appeals that they must respond to in a timely fashion. The department has requested to reclassify a Clerk/Typist II position to a Deputy Clerk of Courts I because more flexibility is needed within the department when assigning the Deputy's to court appeals.

ACTION REQUESTED:

Reclassify 1.00 FTE Clerk/Typist II position to 1.00 FTE Deputy Clerk of Courts I position in the Clerk of Courts table of organization. The cost will be offset by deleting (0.80) FTE Deputy Clerk of Courts I position when the current employee retires on July 6, 2016.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? Savings of \$(11,299) Partial Year/\$(22,598) Annual
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING RECLASSIFICATION OF THE
LTE LEGAL ASSISTANT I POSITION IN THE
DISTRICT ATTORNEY'S OFFICE TABLE OF ORGANIZATION**

WHEREAS, the Brown County District Attorney's Office table of organization currently includes a 1.00 FTE LTE Legal Assistant I position ("Position"); and

WHEREAS, this Position is performing highly responsible, complex and confidential legal secretarial and clerical work assisting the attorneys in the District Attorney's Office.

WHEREAS, it was determined that this Position is performing duties more in line with the duties performed by the Legal Assistant II position; and,

WHEREAS, the level of responsibility and the knowledge, skills, and abilities necessary to perform the required duties of this Position are similar to a Legal Assistant II; and,

WHEREAS, the Human Resources Department in conjunction with the District Attorney's Office recommend the reclassification of 1.00 FTE LTE Legal Assistant I position to 1.00 FTE Legal Assistant II position in Pay Grade 14 of the Classification and Compensation Plan; and,

WHEREAS, funds to cover the costs resulting from the reclassification of this Position are available in the District Attorney's Personnel Budget.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reclassification of 1.00 FTE LTE Legal Assistant I position in the District Attorney's Office table of organization to 1.00 FTE Legal Assistant II position in Pay Grade 14 of the Classification and Compensation Plan.

Budget Impact:

District Attorney

| Partial Year Budget Impact (7/1/15 – 12/31/16) | FTE | Addition/ Deletion | Salary | Fringe | Total |
|---|------------|-------------------------------|-----------------|---------------|-----------------|
| LTE Legal Assistant I | (1.00) | Deletion | \$(16,380) | \$(7,406) | \$(23,786) |
| Legal Assistant II | 1.00 | Addition | \$ 18,476 | \$ 7,719 | \$ 26,195 |
| Partial Year Budget Impact | | | \$ 2,096 | \$ 313 | \$ 2,409 |

| Annualized Budget Impact | FTE | Addition/ Deletion | Salary | Fringe | Total |
|---------------------------------|------------|-------------------------------|-----------------|---------------|-----------------|
| LTE Legal Assistant I | (1.00) | Deletion | \$(32,760) | \$(14,813) | \$(47,573) |
| Legal Assistant II | 1.00 | Addition | \$ 36,953 | \$ 15,438 | \$ 52,391 |
| Annualized Budget Impact | | | \$ 4,193 | \$ 625 | \$ 4,818 |

Fiscal Note: This resolution does not require an appropriation from the General Fund. The District Attorney will be able to absorb the increased cost within his 2016/2017 Budget.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE &
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: LEGAL ASSISTANT II

REPORTS TO: OFFICE MANAGER II

DEPARTMENT: DISTRICT ATTORNEY

JOB SUMMARY:

Performs moderately complex and responsible legal secretarial work of a non-routine nature to assist professional legal staff.

ESSENTIAL DUTIES:

Drafts criminal complaints, offer memos, summons, information's, amended criminal complaints, amended information's, motions, jury instructions, warrants, subpoenas, order to produce and miscellaneous correspondence including letters and memorandums.

Notifies law enforcement officers, victim/witnesses and professionals for hearings.

Enters data information on case files.

Compiles data and prepares various reports in compliance with departmental regulations and policies, state statutes, and constitutional law.

Maintains a calendar or record of appointments, meetings, court hearings and other events.

Maintains case files, assists attorneys in meeting statutory and court deadlines and makes appointments as instructed and issues reminders.

Performs receptionist and/or counter duties, answers inquiries regarding departmental policies and regulations and services, explains court processes; provides information relating to cases or refers inquiries to the proper official or department.

Opens, sorts, dates, and distributes mail and prepares articles for mailing.

Occasionally runs files to court

Reproduces multiple copies of work.

May assist and/or assume assigned responsibilities of Office Manager.

NON-ESSENTIAL DUTIES

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma supplemented by legal secretarial/paralegal courses required, plus three years legal office experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Ability to become Time Certified.

Knowledge, Skills and Abilities:

Knowledge of general office skills, practices and procedures.

Knowledge of English grammar, spelling, legal terminology, and the court system.

Knowledge of simple bookkeeping.

Knowledge of assigned department operations, organization, terminology, policies, procedures and laws governing the department operations or ability to acquire such knowledge during a reasonable period of training.

Knowledge of and ability to utilize a computer and the required software.

Ability to type at a minimum rate of 50 net words per minute.

Ability to make basic arithmetic calculations.

Ability to effectively utilize transcription equipment.

Ability to follow fairly complex oral and written instructions.

Ability to answer inquiries and complaints with tact and courtesy.

Ability to accept responsibility, exercise independent judgment and make appropriate decisions.

Ability to maintain the confidentiality of departmental practices, as applicable.

Ability to independently prepare routine and non-routine legal documents and correspondence and comprehend/interpret and summarize various documents.

Ability to instruct, assign work, train and monitor the work of others.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to work the required hours of the position.

PHYSICAL DEMANDS

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Reviewed: 05/17/16



RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: May 16, 2016
REQUEST TO: Public Safety Committee
MEETING DATE: June 1, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reclassification of the LTE Legal Assistant I Position in the District Attorney's Office Table of Organization

ISSUE/BACKGROUND INFORMATION:

It has been determined that the LTE Legal Assistant I position in the District Attorney's Office is performing duties more in line with the Legal Assistant II position. The level of responsibility and the knowledge, skills and abilities necessary to perform the required duties of this position are similar to a Legal Assistant II.

ACTION REQUESTED:

Reclassify 1.00 FTE LTE Legal Assistant I position to 1.00 FTE Legal Assistant II position in the District Attorney's table of organization.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$2,409 Partial Year / \$4,818 Annualized
 - b. If part of a bigger project, what is the total amount of the project? \$
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? District Attorney's salary and fringe accounts
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING REORGANIZATION OF THE
SHERIFF'S DEPARTMENT TABLE OF ORGANIZATION
HOUSING CORPORAL AND INTAKE CORPORAL**

WHEREAS, the Sheriff's Department ("Department") table of organization currently includes 12.0 FTE Housing Corporal positions and 6.00 FTE Intake Corporal positions in the Jail Division; and,

WHEREAS, the Intake Corporal position duties are more complex than the Housing Corporal position duties; specifically, as relating to the responsibilities for reviewing legal paperwork and inmate documents at the time of booking and release from custody. The Intake Corporal position will be cross trained in the Housing Corporal position responsibilities; and,

WHEREAS, the Intake Corporals get forced to work overtime on a regular basis and have limited options for trading shifts, making this a less desirable position than the Housing Corporal position; and,

WHEREAS, a significant amount of overtime is incurred due to the limited number of Intake Corporal positions in the current table of organization structure; and,

WHEREAS, the Department has requested to reorganize their structure by reducing the number of Housing Corporals from 12.00 FTE to 9.00 FTE and increasing the number of Intake Corporals from 6.00 FTE to 9.00 FTE. This would reduce overtime, increase efficiency and make the Intake Corporal position more desirable; and,

WHEREAS, the Human Resources Department in conjunction with the Sheriff's Department recommends the deletion of (3.00) FTE Housing Corporal positions and the addition

of 3.00 FTE Intake Corporal positions in the Sheriff's Department table of organization. There are currently three open positions so this change would cause minimal disruption; and,

WHEREAS, the cost of the reorganization will be offset by reduced overtime costs.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the reorganization of the Sheriff's Department table of organization by deleting (3.00) FTE Housing Corporal positions and adding 3.00 FTE Intake Corporal positions.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors, the cost of the reorganization will be offset by a savings in budgeted overtime funds.

Budget Impact:
Sheriff's Department

| Partial Year Budget Impact (08/01/16 – 12/31/16) | FTE | Addition/ Deletion | Salary | Fringe | Total |
|---|------------|-------------------------------|---------------|---------------|-----------------|
| Housing Corporal @ \$24.57/hour | (3.00) | Deletion | \$(58,820) | \$(20,743) | \$(79,563) |
| Intake Corporal @ \$24.83/hour | 3.00 | Addition | \$ 59,442 | \$ 20,836 | \$ 80,278 |
| Budgeted Overtime Savings | | | | | \$(715) |
| Annualized Budget Impact | | | | | \$ - 0 - |

| Annualized Budget Impact | FTE | Addition/ Deletion | Salary | Fringe | Total |
|---------------------------------|------------|-------------------------------|---------------|---------------|-----------------|
| Housing Corporal @ \$24.57/hour | (3.00) | Deletion | \$(145,650) | \$(53,365) | \$(197,015) |
| Intake Corporal @ \$24.83/hour | 3.00 | Addition | \$ 147,192 | \$ 51,595 | \$ 198,787 |
| Budgeted Overtime Savings | | | | | \$(1,772) |
| Annualized Budget Impact | | | | | \$ - 0 - |

Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution has no projected fiscal impact on the Sheriff's 2016 Budget.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE &
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|--------------|------------|------|------|---------|---------|
| SIEBER | 1 | | | | |
| DE WANE | 2 | | | | |
| NICHOLSON | 3 | | | | |
| HOYER | 4 | | | | |
| GRUSZYNSKI | 5 | | | | |
| LEFEBVRE | 6 | | | | |
| ERICKSON | 7 | | | | |
| ZIMA | 8 | | | | |
| EVANS | 9 | | | | |
| VANDER LEEST | 10 | | | | |
| BUCKLEY | 11 | | | | |
| LANDWEHR | 12 | | | | |
| DANTINNE, JR | 13 | | | | |

| SUPERVISORS | DIST. # | AYES | NAYS | ABSTAIN | EXCUSED |
|---------------|------------|------|------|---------|---------|
| BRUSKY | 14 | | | | |
| KATERS | 15 | | | | |
| KASTER | 16 | | | | |
| VAN DYCK | 17 | | | | |
| LINSSEN | 18 | | | | |
| KNEISZEL | 19 | | | | |
| CLANCY | 20 | | | | |
| CAMPBELL | 21 | | | | |
| MOYNIHAN, JR. | 22 | | | | |
| BLOM | 23 | | | | |
| SCHADEWALD | 24 | | | | |
| LUND | 25 | | | | |
| BECKER | 26 | | | | |

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: June 21, 2016
REQUEST TO: Public Safety Committee
MEETING DATE: July 6, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reorganization of the Sheriff's Department Table of Organization (Housing Corporal and Intake Corporal)

ISSUE/BACKGROUND INFORMATION:

The Sheriff's Department table of organization currently includes 12.00 FTE Housing Corporal positions and 6.00 FTE Intake Corporal positions. There is a need for additional Intake Corporals who are responsible for reviewing legal paperwork and inmate documents at the time of booking and release from custody. Overtime costs would be reduced by having additional Intake Corporals. Intake Corporals will be cross trained in Housing Corporal responsibilities.

ACTION REQUESTED:

Reorganize the Sheriff's Department table of organization by deleting (3.00) FTE Housing Corporal positions and adding 3.00 FTE Intake Corporal positions.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? Cost will be offset by a reduction in budgeted overtime funds.
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: HOUSING (LANCE) CORPORAL

REPORTS TO: JAIL ADMINISTRATION (CAPTAIN)/JAIL LIEUTENANT WATCH
COMMANDER

DEPARTMENT: SHERIFF/JAIL

JOB SUMMARY:

Provides supervision and direction to all staff and inmates in their assigned facility. Oversees work involving the care, safety, custody and detention of inmates in the Jail Division. Provides a positive rehabilitative influence to all inmates; ensures compliance with all applicable state and federal laws; and acts within the parameters of the Brown County Jail and Juvenile Detention Center policies and procedures.

ESSENTIAL DUTIES:

Effectively use physical force in order to control inmates that are not compliant with staff directives.

Control the behaviors of inmates in order to prevent disturbances, damage to the facility, assaults, escapes, death and/or great bodily harm.

Physical conditioning is required due to the environment in which they work. The Correctional Officer must be able to defend themselves and others from physical harm. They are either fit for duty or they are not able to function within the environment.

Effectively perform searches on individuals, cells and areas to prevent the introduction of contraband (weapons, drugs, etc.) into the facility.

Gather evidence; take crime scene photos, record statements of victims and witnesses in order to build criminal cases on incidents within the facility.

Perform rescue operations in the case of a fire emergency. These duties would include the following: donning SCBA; conducting searches in a smoke/fire filled environment to remove inmates from the area of danger and fire suppression with either extinguishers or hoses.

ADDITIONAL DUTIES:

Perform all Correctional Officer job duties above standards.

Supervise housing and security staff in the Jail Division.

Maintain security and discipline in the Jail Division.

Ensure compliance with policy and procedures for the Jail Division.

Encourage and support programming for the Jail Division.

Oversee operations in the Jail Division.

Maintain professional working relationships with stakeholders (Attorneys, Volunteers, Probation and Parole, Law Enforcement Agencies, etc.).

Review logs, progress notes, incident reports, etc.

Evaluate and determine training needs of Jail Division staff.

Conduct routine inspection and maintenance of jail equipment.

Answer inquiries regarding departmental policies or regulations or refer inquiries to the proper department or official.

Perform all other duties as directed by competent authority.

MATERIALS AND EQUIPMENT USED:

Restraints (Handcuffs, RIPP restraints, Restraint Chair, etc.)

Use of Force Equipment (Taser, Baton, Oleoresin Capsicum (OC), etc.)

Magnetometer (Metal Detector) and Hand held metal detector

SCBA (Self Contained Breathing Apparatus) and Gas Masks Pulse-ox Machine (medical)

AED (Automated External Defibrillator)

Multiple Computer systems (Inmate Management System, Security Electronics, Photo Imaging System, Fingerprint System, Inmate Commissary Account, Inmate Phone System, Fire Support System, Radio System, etc.)

General office equipment (Scanner, Fax, Copiers)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates Degree in Correctional Science, Police Science or Sociology, or a Bachelor's Degree from an accredited university or college in a related field preferred; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. Two years of facility specific correctional experience in the Brown County Jail.

Licenses and Certifications:

Jail Certification

First Aid, A.E.D. and C.P.R. Certification

Notary Public

Knowledge, Skills, and Abilities:

Ability to defend themselves and others from physical assault.

Ability to physically control the behavior of combative / assaultive inmates. Ability

to recognize dangerous behaviors prior to a physical assault.

Ability to work in confined spaces.

Ability to quickly remove an inmate from a dangerous situation and in case of fire or other emergency, supervise the immediate evacuation of inmates.

Knowledge of department policies and procedures.

Knowledge of and ability to utilize a computer and required software.

Knowledge of federal and state laws which apply to jails and secure detention facilities and of related care, treatment and security programs.

Knowledge of techniques in inmate control and precautionary measures used in escorting and supervising inmate work details.

Knowledge of rules and regulations governing the secure detention facility including Wisconsin Department of Corrections Administrative Codes 350, 348 and 346.

Knowledge of inmate behavior, interpersonal relations and social interactions.

Knowledge of methods and practices of jail security.

Ability to serve as a positive role model for inmates and provide effective direction and Supervision.

Ability to establish and maintain effective customer service relationships with staff and the public.

Ability to adapt to the changing procedures as they apply to the different sections and different classifications of inmates within the jail.

Ability to communicate and respond effectively to both oral and written instructions.

Notary Public for the Jail Division.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Ability to pass the initial physical screening (supporting a 140# dummy, stair run with SCBA, dummy drag, etc.).

Ability to physically control an inmate resisting verbal direction.

Ability to physically restrain inmates when dealing with physical confrontation.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Intermittent bending, twisting, squatting, climbing, reaching and grappling.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 9/10/15

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: INTAKE CORPORAL

REPORTS TO: JAIL ADMINISTRATOR (CAPTAIN)/JAIL LIEUTENANT
WATCH COMMANDER

DEPARTMENT: SHERIFF/JAIL

JOB SUMMARY:

Responsible for overseeing all intake operations in the Brown County Jail. Ensures that all inmates are processed and released in compliance with all applicable county codes, city ordinances and applicable state and federal laws. Provides supervision and direction to all staff and inmates in their assigned facility. Oversees work involving the care, safety, custody and detention of inmates in the Jail Division. Provides a positive rehabilitative influence to all inmates; ensures compliance with all applicable state and federal laws; and acts within the parameters of the Brown County Jail and Juvenile Detention Center policies and procedures.

ESSENTIAL DUTIES:

Effectively use physical force in order to control inmates that are not compliant with staff directives.

Control the behaviors of inmates in order to prevent disturbances, damage to the facility, assaults, escapes, death and/or great bodily harm.

Physical conditioning is required due to the environment in which they work. The Correctional Officer must be able to defend themselves and others from physical harm. They are either fit for duty or they are not able to function within the environment.

Effectively perform searches on individuals, cells and areas to prevent the introduction of contraband (weapons, drugs, etc.) into the facility.

Gather evidence; take crime scene photos, record statements of victims and witnesses in order to build criminal cases on incidents within the facility.

Perform rescue operations in the case of a fire emergency. These duties would include the following: donning SCBA; conducting searches in a smoke/fire filled environment to remove inmates from the area of danger and fire suppression with either extinguishers or hoses.

ADDITIONAL DUTIES:

Perform all Correctional Officer job duties above standards.

Supervise intake, visiting and security staff in the Jail Division.

Maintain security and discipline in the Intake and Visiting areas.

Ensure compliance with policy and procedures for the Jail Division.

Maintain professional working relationships with stakeholders (Attorneys, Volunteers, Probation and Parole, Law Enforcement Agencies, Courts, etc.).

Run criminal histories, warrant inquiries on bookings and releases.

Oversee the mandated collection of DNA for new arrests.

Ensure compliance with the collection of photos and fingerprints for the State and Federal databases.

Review logs, progress notes, incident reports, etc.

Ensure all court paperwork is accurately entered. Follow up with Clerk of Courts on concerns/questions in paperwork.

Evaluate and determine training needs of Intake/Visitation staff.

Conduct routine inspection and maintenance of jail equipment.

Answer inquiries regarding departmental policies or regulations or refer inquiries to the proper department or official.

Assess new/current inmates for medical/mental health risks based upon good correctional practice and current Jail Division policy.

Create court scheduling for new bookings.

Maintain accurate intake, release and disposal of inmate property.

Notary Public for Jail Division.

Perform all other duties as directed by competent authority.

MATERIALS AND EQUIPMENT USED:

Restraints (Handcuffs, RIPP restraints, Restraint Chair, etc.)

Use of Force Equipment (Taser, Baton, Oleoresin Capsicum (OC), etc.)

Magnetometer (Metal Detector) and Hand held metal detector

SCBA (Self Contained Breathing Apparatus) and Gas Masks

Pulse-ox Machine (medical)

AED (Automated External Defibrillator)

Multiple Computer systems (Inmate Management System, Security Electronics, Photo Imaging System, Fingerprint System, Inmate Commissary Account, Inmate Phone System, Fire Support System, Radio System, etc.)

State of Wisconsin T.I.M.E. system

VINELINK – Victim Identification Notification Everyday system

DNA Collection Kits

General office equipment (Scanner, Fax, Copiers)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's Degree in Correctional Science, Police Science or Sociology, or a Bachelor's Degree

from an accredited university or college in a related field preferred; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. Two years of facility specific correctional experience in the Brown County Jail.

Licenses and Certifications:

- Jail Certification
- First Aid, A.E.D. and C.P.R. Certification
- State of Wisconsin - T.I.M.E. certification – basic and advanced
- Notary Public

Knowledge, Skills, and Abilities:

Ability to defend themselves and others from physical assault.

Ability to physically control the behavior of combative / assaultive inmates.

Ability to recognize dangerous behaviors prior to a physical assault.

Ability to work in confined spaces.

Ability to quickly remove an inmate from a dangerous situation and in case of fire or other emergency, supervise the immediate evacuation of inmates.

Knowledge of department policies and procedures.

Knowledge of and ability to utilize a computer and required software.

Knowledge of federal and state laws which apply to jails and secure detention facilities and of related care, treatment and security programs.

Knowledge of techniques in inmate control and precautionary measures used in escorting and supervising inmate work details.

Knowledge of rules and regulations governing the secure detention facility including Wisconsin Department of Corrections Administrative Codes 350, 348 and 346.

Knowledge of inmate behavior, interpersonal relations and social interactions.

Knowledge of methods and practices of jail security.

Ability to serve as a positive role model for inmates and provide effective direction and Supervision.

Ability to establish and maintain effective customer service relationships with staff and the public.

Ability to adapt to the changing procedures as they apply to the different sections and different classifications of inmates within the jail.

Ability to communicate and respond effectively to both oral and written instructions.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Ability to pass the initial physical screening (supporting a 140# dummy, stair run with SCBA,

dummy drag, etc.).

Ability to physically control an inmate resisting verbal direction.

Ability to physically restrain inmates when dealing with physical confrontation.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.

Intermittent bending, twisting, squatting, climbing, reaching and grappling.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 9/9/15

July 20, 2016

**AN ORDINANCE TO AMEND SECTIONS 4.49 AND 4.57 OF THE BROWN
COUNTY CODE OF ORDINANCES ENTITLED, RESPECTIVELY, AS "EXTRA
PAY" AND "POLICY"**

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF BROWN DOES
ORDAIN AS FOLLOWS:

Section 1 – Subsection (3) of Section 4.49 of the Brown County Code of Ordinances is hereby deleted in its entirety and replaced with the following:

(3) Emergency Call in Pay for Highway Department Crew & Airport Crew. In the event a non-exempt employee is called in outside of the normal scheduled hours, the employee shall be guaranteed a minimum of two (2) hours of work at time and a half.

Section 2 – Subsection (4) of Section 4.49 of the Brown County Code of Ordinances is hereby deleted in its entirety and replaced with the following:

(4) Call in Pay. In the event a non-exempt employee is called in outside of the normal scheduled hours, the employee shall be guaranteed a minimum of two (2) hours of work.

Section 3 – Subsection (5) of Section 4.49 of the Brown County Code of Ordinances is hereby created to read as follows:

(5) Compensation During Temporary Assignment. A temporary assignment is an assignment for a minimum of ninety (90) days or more, which requires approval by the Human Resources Manager and notification to the County Executive. The Human Resources Manager will recommend the appropriate rate of pay for the temporary assignment. A temporary assignment may not continue beyond six (6) months without approval from the Human Resources Manager.

Section 4 – Subsection (6) of Section 4.49 of the Brown County Code of Ordinances is hereby created to read as follows:

(6) Increased Pay for Work of another Classification. In certain cases an employee is eligible to receive increased compensation while performing the work of another classification:

(a) Foreman or leaderworker duties: If employees assume these duties and work at least one (1) full day at that level.

(b) Training Officer Pay: Perform on the job training and evaluations of new hired employees. (Telecommunicator and Correctional Officer)

Section 5 – Subsection (4) of Section 4.57 of the Brown County Code of Ordinances is hereby deleted in its entirety.

Section 6 – This Ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Note: This Ordinance does not require an appropriation from the General Fund. The Highway Department has budgeted for time and a half pay in the 2016 budget. The Airport is a proprietary fund and the projected cost is \$2,500 for 2016.

~~4.57 OVERTIME AND COMPENSATORY POLICY.~~

~~(4) In the event a non-exempt employee is called in outside of the normal scheduled hours, the employee shall be guaranteed a minimum of two (2) hours of work.~~

To

4.49 EXTRA PAY (note: please insert and move existing (3), (4), down to (5), (6)...)

(3) Emergency Call in Pay for Highway Department Crew & Airport Crew. In the event a non-exempt employee is called in outside of the normal scheduled hours, the employee shall be guaranteed a minimum of two (2) hours of work at time and a half.

(4) Call in Pay. In the event a non-exempt employee is called in outside of the normal scheduled hours, the employee shall be guaranteed a minimum of two (2) hours of work.

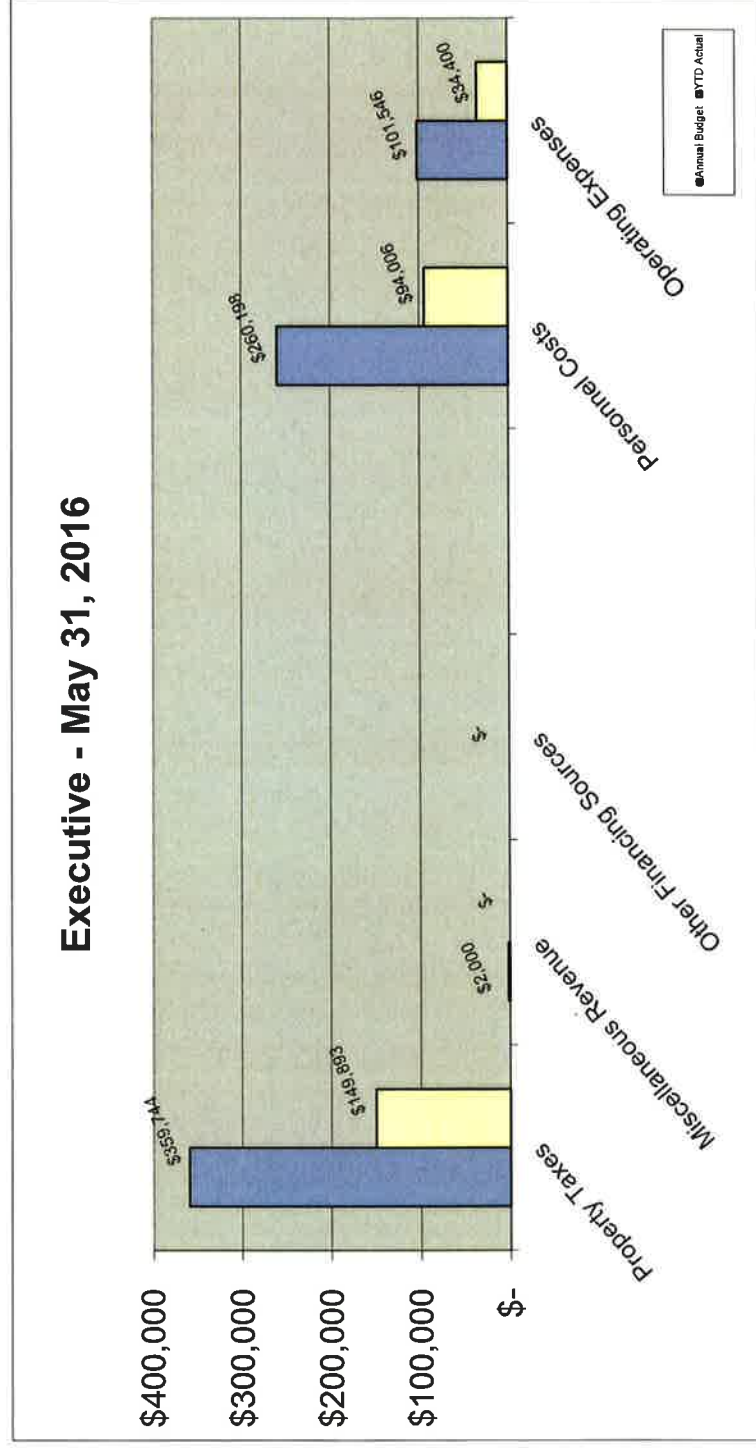
Fiscal Note: This resolution does not require an appropriation from the General Fund. The Highway Department has budgeted for time and a half pay in the 2016 budget. The Airport is a proprietary fund and the projected cost is \$2,500 for 2016.

Brown County
Financial Statement Results - Levy Funded Departments
Property Tax Levy (Over) Under Approved Amount
As of 05/31/2016

| | | Property Tax | | | | | Surplus (Deficit) as % of target levy | Prior Month Report | Comments (quarterly only)--March comments listed |
|----------------------------|---------------------|--------------|-------------------|------------------------|----------|-------------|--|-----------------------|--|
| Levy Funded Departments | Annual 2016 Levy | Levy Target | Actual Amounts | Surplus / (Deficit) | | | | | |
| General Fund | | | | | | | | | |
| Board Office | 574,424 | 239,343 | 242,788 | (3,445) | -1.4% | (17,405) | Annual NACO and WCA dues paid already | | |
| Circuit Courts | 2,079,204 | 866,335 | 710,309 | 156,026 | 18.0% | 201,712 | State aid for first six months already received | | |
| Clerk of Courts | 732,231 | 305,096 | 84,217 | 220,879 | 72.4% | 241,289 | Revenues increased and GAL expenses decreased as compared to budget | | |
| Public Safety | 6,399,563 | 2,666,485 | 3,066,056 | (399,571) | -15.0% | (522,807) | Large annual payment to Motorola Solutions has occurred | | |
| Medical Examiner | 308,757 | 128,649 | (55,866) | 184,515 | 143.4% | 146,645 | No payments to Dane County have occurred yet | | |
| Corporation Counsel | 660,074 | 275,031 | 252,602 | 22,429 | 8.2% | 4,569 | On target | | |
| County Clerk | 294,630 | 122,763 | 189,769 | (67,006) | -54.6% | 5,438 | Annual alarm permits have already been paid | | |
| District Attorney | 1,381,668 | 575,695 | 513,557 | 62,138 | 10.8% | 57,372 | Professional services already at 67% of budgeted amounts | | |
| Executive | 359,744 | 149,893 | 128,406 | 21,487 | 14.3% | 11,412 | No payments to Green Bay Chamber of Commerce have occurred yet | | |
| Administration | 1,230,927 | 512,886 | 304,460 | 208,426 | 40.6% | 189,104 | Contracts have not been paid. | | |
| Land Conservation | 424,228 | 176,762 | 209,379 | (32,617) | -18.5% | (33,384) | Majority of state/federal aid has not been received yet | | |
| Facility Management | 3,029,410 | 1,262,254 | 929,385 | 332,869 | 26.4% | 295,271 | Annualized utilities are at 72% of budgeted amounts, offset by annual transfer from Highway | | |
| Museum | 870,928 | 362,887 | 405,577 | (42,690) | -11.8% | (34,607) | Budgeted Transfer In has not occurred yet. | | |
| Health | 2,007,815 | 836,590 | 684,111 | 152,479 | 18.2% | 98,720 | No single account stands out | | |
| Park | 870,693 | 362,789 | 293,986 | 68,803 | 19.0% | 108,106 | Only 6% of capital outlay has occurred | | |
| Human Resources | 1,589,094 | 662,123 | 316,251 | 345,872 | 52.2% | 307,392 | Casual payout transfers to departments have not occurred yet | | |
| PALS | 669,073 | 278,780 | 90,179 | 188,601 | 67.7% | 181,416 | Majority of annual maintenance program fees have been received | | |
| Register of Deeds | (749,921) | (312,467) | (212,232) | (100,235) | 32.1% | (120,404) | Recording fees lagging behind estimated amounts | | |
| Sheriff | 28,172,763 | 11,738,651 | 11,014,856 | 723,795 | 6.2% | 338,684 | Revenues at budgeted amounts, expenses 1% below budgeted amounts | | |
| Treasurer | (1,617,205) | (673,835) | (907,790) | 233,955 | -34.7% | 336,094 | Large mark-to-market investment adjustments YTD | | |
| UW Extension | 427,768 | 178,237 | 186,044 | (7,807) | -4.4% | (23,658) | Semi-annual state employees payment has not occurred yet | | |
| Veterans Service | 352,688 | 146,953 | 111,391 | 35,562 | 24.2% | 23,170 | Actual donations received are 92.5% of budgeted amounts | | |
| Subtotal | 50,068,556 | 20,861,900 | 18,557,435 | 2,304,465 | 11.0% | 1,794,129 | | | |
| General Government | (10,194,748) | (4,247,812) | (1,219,251) | (3,028,561) | 71.3% | (2,698,738) | Shared revenue not received until 4th qtr. Oneida tribal payment not received until 3rd quarter | | |
| General Fund Total | 39,873,808 | 16,614,088 | 17,338,184 | (724,096) | -4.4% | (904,609) | | | |
| Library | | | | | | | | | |
| Community Programs | 6,526,788 | 2,719,495 | 2,712,666 | 6,829 | 0.3% | (42,353) | Deficit as a percent of levy is minimal | | |
| Community Treatment Center | 16,249,887 | 6,770,786 | 11,069,247 | (4,298,461) | -63.5% | (1,638,994) | March accounting books are not closed yet May accounting books not closed yet | | |
| Child Support | 2,797,019 | 1,165,425 | 1,673,635 | (508,210) | -43.6% | (68,392) | March accounting books are not closed yet May accounting books not closed yet | | |
| Syble Hopp School | 365,963 | 152,485 | 145,266 | 7,219 | 4.7% | 56,367 | State aid for incentives, GPR, and SPSK not accrued for yet | | |
| County Roads and Bridges | 2,802,612 | 5,838,775 | 2,154,358 | 3,684,417 | 63.1% | 1,104,742 | Syble Hopp is on a different fiscal year than Brown County | | |
| Debt Services | 145,000 | 60,417 | 1,770,589 | (1,710,152) | -2830.6% | (1,513,393) | Annual transfer out of \$533,000 to Facilities has already occurred, winter maintenance at 67% of budget already | | |
| 2016 Highway Projects | 13,888,824 | 1,578,949 | 1,661,716 | (82,767) | -5.2% | 1,730,204 | Scheduled principal and interest payments have not occurred yet | | |
| Aging Resource Center | 829,400 | 829,400 | 857,602 | (28,202) | -3.4% | 984,424 | Construction "season" has not begun | | |
| Grand Total | 84,139,096 | 36,057,586 | 39,544,737 | (3,487,151) | -9.7% | (103,270) | Actual amounts includes six months of tax levy, ADRC general ledger updated semi-annually | | |

**Brown County Executive
Budget Status Report (Unaudited)
05/31/16**

| | Annual Budget | YTD Actual | YTD Percentage | Comments: |
|-------------------------|------------------|---------------|-------------------|-----------|
| Property Taxes | \$ 359,744 | \$ 149,893 | 41.7% | |
| Miscellaneous Revenue | \$ 2,000 | \$ - | 0.0% | |
| Other Financing Sources | \$ - | \$ - | #DIV/0! | |
| Personnel Costs | \$ 260,198 | \$ 94,006 | 36.1% | |
| Operating Expenses | \$ 101,546 | \$ 34,400 | 33.9% | |





Budget by Account Classification Report

Through 05/31/16

Prior Fiscal Year Activity Included

Summary Listing

| Account Classification | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year Total |
|-----------------------------|---------------------|-------------------|---------------------|----------------------------|------------------|---------------------|---------------------------|---------------|---------------------|
| Fund 100 - GF | | | | | | | | | |
| REVENUE | | | | | | | | | |
| Property taxes | 359,744.00 | .00 | 359,744.00 | 29,978.67 | .00 | 149,893.35 | 209,850.65 | 42 | 358,811.00 |
| Miscellaneous Revenue | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | 2,790.31 |
| Other Financing Sources | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| REVENUE TOTALS | \$361,744.00 | \$0.00 | \$361,744.00 | \$29,978.67 | \$0.00 | \$149,893.35 | \$211,850.65 | 41% | \$361,601.31 |
| EXPENSE | | | | | | | | | |
| Personnel Costs | 260,198.00 | .00 | 260,198.00 | 18,843.43 | .00 | 94,006.30 | 166,191.70 | 36 | 212,750.40 |
| Operating Expenses | 101,546.00 | .00 | 101,546.00 | 1,059.66 | .00 | 34,399.67 | 67,146.33 | 34 | 102,388.18 |
| EXPENSE TOTALS | \$361,744.00 | \$0.00 | \$361,744.00 | \$19,903.09 | \$0.00 | \$128,405.97 | \$233,338.03 | 35% | \$315,138.58 |
| Fund 100 - GF Totals | | | | | | | | | |
| REVENUE TOTALS | 361,744.00 | .00 | 361,744.00 | 29,978.67 | .00 | 149,893.35 | 211,850.65 | 41 | 361,601.31 |
| EXPENSE TOTALS | 361,744.00 | .00 | 361,744.00 | 19,903.09 | .00 | 128,405.97 | 233,338.03 | 35 | 315,138.58 |
| Grand Totals | \$0.00 | \$0.00 | \$0.00 | \$10,075.58 | \$0.00 | \$21,487.38 | (\$21,487.38) | | \$46,462.73 |
| Fund 100 - GF Totals | | | | | | | | | |
| REVENUE TOTALS | 361,744.00 | .00 | 361,744.00 | 29,978.67 | .00 | 149,893.35 | 211,850.65 | 41 | 361,601.31 |
| EXPENSE TOTALS | 361,744.00 | .00 | 361,744.00 | 19,903.09 | .00 | 128,405.97 | 233,338.03 | 35 | 315,138.58 |
| Grand Totals | \$0.00 | \$0.00 | \$0.00 | \$10,075.58 | \$0.00 | \$21,487.38 | (\$21,487.38) | | \$46,462.73 |

18

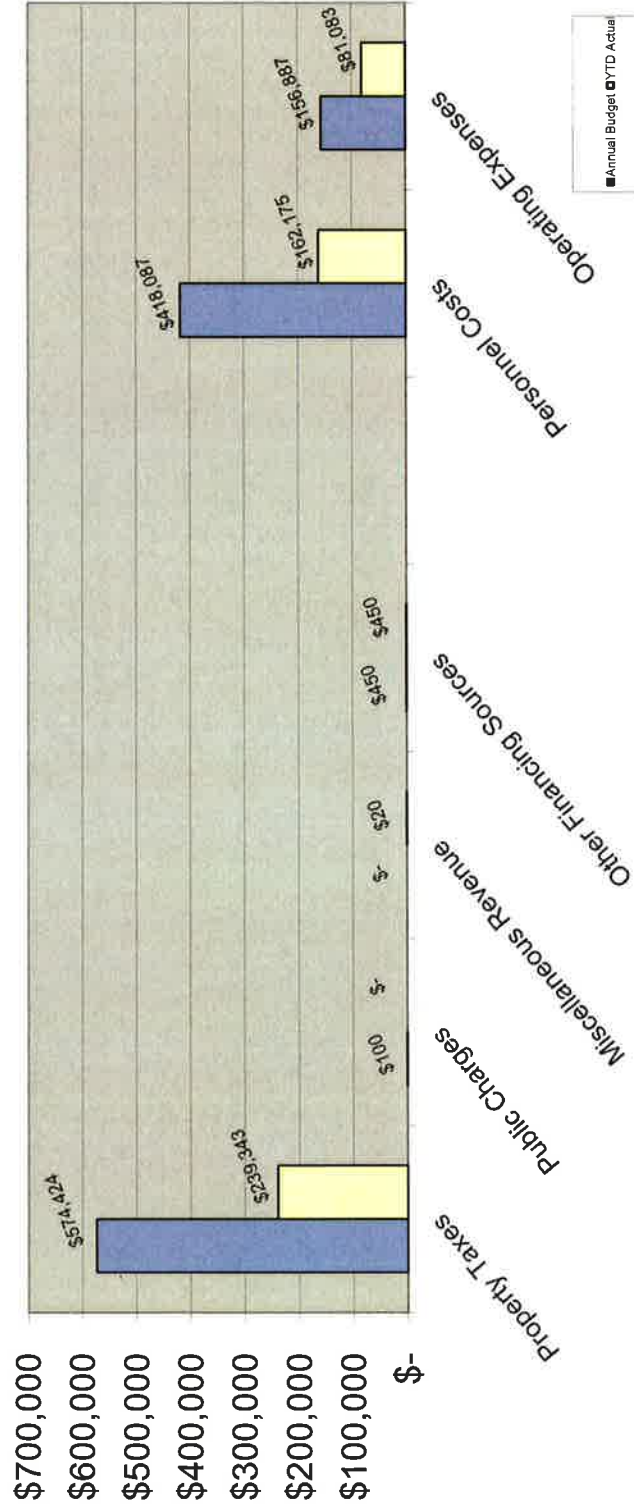
Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
05/31/16

| | Annual Budget | YTD Actual | YTD Percentage | Comments: |
|-------------------------|---------------|------------|----------------|-----------|
| Property Taxes | \$ 574,424 | \$ 239,343 | 41.7% | |
| Public Charges | \$ 100 | \$ - | 0.0% | |
| Miscellaneous Revenue | \$ - | \$ 20 | #DIV/0! | |
| Other Financing Sources | \$ 450 | \$ 450 | 100.0% | |
| Personnel Costs | \$ 418,087 | \$ 162,175 | 38.8% | |
| Operating Expenses | \$ 156,887 | \$ 81,083 | 51.7% | (1) |

Comments:

(1) Operating Expenses - Significant expenditures incurred year-to-date (YTD Actual) include: annual dues and membership fees paid to WCA (\$27,708) and NACo (\$4,960), audit fees paid to Schenck (\$29,000) and 13 iPad's purchased for County Board Supervisors/Office Staff (\$7,540). Also, unanticipated envelope purchases (\$664) will have a significant impact on department's 2016 overall Office Supply budget (\$1,000).

Board of Supervisors - May 31, 2016





Board of Supervisors

Through 05/31/16
Prior Fiscal Year Activity Included
Detail Listing

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | Encumbrances | YTD Transactions | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year Total |
|-------------------------|---|----------------|-------------------|----------------|----------------------------|--------------|------------------|------------------|---------------------------|---------------|------------------|
| Fund 100 - GF | | | | | | | | | | | |
| REVENUE | | | | | | | | | | | |
| Property taxes | | | | | | | | | | | |
| 4100 | General property taxes | 574,424.00 | .00 | 574,424.00 | 47,868.67 | .00 | 239,343.35 | 335,080.65 | 42 | 551,908.00 | |
| | Property taxes Totals | \$574,424.00 | \$0.00 | \$574,424.00 | \$47,868.67 | \$0.00 | \$239,343.35 | \$335,080.65 | 42% | \$551,908.00 | |
| Public Charges | | | | | | | | | | | |
| 4601 | Sales | 100.00 | .00 | 100.00 | .00 | .00 | .00 | 100.00 | 0 | 116.87 | |
| | Public Charges Totals | \$100.00 | \$0.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 | 0% | \$116.87 | |
| Miscellaneous Revenue | | | | | | | | | | | |
| 4900 | Miscellaneous | .00 | .00 | .00 | .00 | .00 | 20.00 | (20.00) | +++ | .00 | |
| 4901 | Donations | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 450.00 | |
| | Miscellaneous Revenue Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 | (\$20.00) | +++ | \$450.00 | |
| Other Financing Sources | | | | | | | | | | | |
| 9000 | Carryover | .00 | 450.00 | 450.00 | .00 | .00 | 450.00 | .00 | 100 | .00 | |
| 9002 | Transfer in | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| 9002.200 | Transfer in HR | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| 9004 | Intrafund Transfer In | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| | Other Financing Sources Totals | \$0.00 | \$450.00 | \$450.00 | \$0.00 | \$0.00 | \$450.00 | \$0.00 | 100% | \$0.00 | |
| REVENUE TOTALS | | | | | | | | | | | |
| | | \$574,524.00 | \$450.00 | \$574,974.00 | \$47,868.67 | \$0.00 | \$239,813.35 | \$335,160.65 | 42% | \$552,474.87 | |
| EXPENSE | | | | | | | | | | | |
| Personnel Costs | | | | | | | | | | | |
| 5100 | Regular earnings | 344,333.00 | .00 | 344,333.00 | 26,166.75 | .00 | 128,543.15 | 215,789.85 | 37 | 330,249.34 | |
| 5100.998 | Regular earnings Budget only | 2,618.00 | .00 | 2,618.00 | .00 | .00 | .00 | 2,618.00 | 0 | .00 | |
| 5102 | Paid leave earnings | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| 5102.100 | Paid leave earnings Paid Leave | .00 | .00 | .00 | 382.52 | .00 | 3,165.56 | (3,165.56) | +++ | 8,662.00 | |
| 5102.200 | Paid leave earnings Personal | .00 | .00 | .00 | 7.97 | .00 | 718.93 | (718.93) | +++ | 2,031.03 | |
| 5102.300 | Paid leave earnings Casual | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 2,541.88 | |
| 5102.400 | Paid leave earnings Sick | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| 5102.500 | Paid leave earnings Holiday | .00 | .00 | .00 | .00 | .00 | 517.90 | (517.90) | +++ | 4,062.00 | |
| 5102.600 | Paid leave earnings Other (funeral, jury duty, etc) | .00 | .00 | .00 | .00 | .00 | 762.00 | (762.00) | +++ | 147.88 | |
| 5102.999 | Paid leave earnings Accrual | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| 5103 | Premium | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| 5103.000 | Premium Overtime | 1,000.00 | .00 | 1,000.00 | .00 | .00 | 224.66 | 775.34 | 22 | 371.43 | |
| 5103.100 | Premium Comp time | .00 | .00 | .00 | 104.72 | .00 | 390.32 | (390.32) | +++ | 1,011.97 | |
| 5103.200 | Premium Shift differential | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| 5103.300 | Premium Holiday | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| 5109.100 | Salaries reimbursement Short term disability | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (2,218.25) | |
| 5110 | Fringe benefits | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |
| 5110.100 | Fringe benefits FICA | 25,381.00 | .00 | 25,381.00 | 1,978.47 | .00 | 10,000.03 | 15,380.97 | 39 | 25,955.92 | |
| 5110.110 | Fringe benefits Unemployment compensation | 334.00 | .00 | 334.00 | 41.13 | .00 | 183.98 | 150.02 | 55 | 432.45 | |
| 5110.199 | Fringe benefits Back pay fringe | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 | |

19a



Board of Supervisors

Through 05/31/16
Prior Fiscal Year Activity Included
Detail Listing

| Account | Account Description | Fund | 100 - GF | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | Encumbrances | YTD Transactions | YTD Transactions | Budget - YTD Transactions | % used/Rec'd | Prior Year Total |
|---------------------------|--|------|----------|---------------------|-------------------|---------------------|----------------------------|---------------|---------------------|---------------------|---------------------------|--------------|---------------------|
| EXPENSE | | | | | | | | | | | | | |
| <i>Personnel Costs</i> | | | | | | | | | | | | | |
| 5110.200 | Fringe benefits Health insurance | | | 27,532.00 | .00 | 27,532.00 | 2,432.48 | .00 | .00 | 12,162.40 | 15,369.60 | 44 | 29,189.76 |
| 5110.210 | Fringe benefits Dental Insurance | | | 2,402.00 | .00 | 2,402.00 | 206.48 | .00 | .00 | 1,032.40 | 1,369.60 | 43 | 2,401.44 |
| 5110.220 | Fringe benefits Life Insurance | | | 2,688.00 | .00 | 2,688.00 | 2.62 | .00 | .00 | 114.54 | 2,573.46 | 4 | 307.92 |
| 5110.230 | Fringe benefits LT disability insurance | | | 503.00 | .00 | 503.00 | 42.69 | .00 | .00 | 213.45 | 289.55 | 42 | 490.14 |
| 5110.235 | Fringe benefits Disability insurance | | | 1,299.00 | .00 | 1,299.00 | 108.00 | .00 | .00 | 540.00 | 759.00 | 42 | 880.00 |
| 5110.240 | Fringe benefits Workers compensation insurance | | | 516.00 | .00 | 516.00 | 43.00 | .00 | .00 | 215.00 | 301.00 | 42 | 378.00 |
| 5110.300 | Fringe benefits Retirement | | | 9,083.00 | .00 | 9,083.00 | 670.24 | .00 | .00 | 3,391.02 | 5,691.98 | 37 | 8,946.25 |
| 5110.310 | Fringe benefits Retirement credit | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5198 | Fringe benefits - Budget only | | | 398.00 | .00 | 398.00 | .00 | .00 | .00 | .00 | 398.00 | 0 | .00 |
| | | | | \$418,087.00 | \$0.00 | \$418,087.00 | \$32,187.07 | \$0.00 | \$162,175.34 | \$255,911.66 | 39% | 39% | \$415,841.16 |
| <i>Operating Expenses</i> | | | | | | | | | | | | | |
| 5300 | Supplies | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 28.16 |
| 5300.001 | Supplies Office | | | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,051.08 | (51.08) | 105 | 824.30 |
| 5300.003 | Supplies Technology | | | 14,000.00 | .00 | 14,000.00 | .00 | .00 | .00 | 7,540.00 | 6,460.00 | 54 | .00 |
| 5300.004 | Supplies Postage | | | 2,900.00 | .00 | 2,900.00 | 252.59 | .00 | .00 | 1,314.55 | 1,585.45 | 45 | 3,063.89 |
| 5303 | Copy expense | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5304 | Printing | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5305 | Dues and memberships | | | 32,798.00 | .00 | 32,798.00 | .00 | .00 | .00 | 32,668.00 | 130.00 | 100 | 32,778.00 |
| 5308.100 | Vehicle/equipment Gas, oil, etc. | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5310 | Advertising and public notice | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5330 | Books, periodicals, subscription | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5335 | Software/Licenses | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5340 | Travel and training | | | 3,000.00 | .00 | 3,000.00 | 175.00 | .00 | .00 | 313.89 | 2,686.11 | 10 | 2,831.86 |
| 5365 | Special events | | | 1,000.00 | 450.00 | 1,450.00 | 1.90 | .00 | .00 | 125.21 | 1,324.79 | 9 | 848.31 |
| 5367 | Wellness | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5390 | Miscellaneous | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5393 | Ethics board | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5505 | Telephone | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5505.100 | Telephone cell | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5601.100 | Intra-county expense Technology services | | | 12,720.00 | .00 | 12,720.00 | 792.94 | .00 | .00 | 6,881.00 | 5,839.00 | 54 | 10,759.93 |
| 5601.200 | Intra-county expense Insurance | | | 881.00 | .00 | 881.00 | 73.00 | .00 | .00 | 365.00 | 516.00 | 41 | 973.00 |
| 5601.400 | Intra-county expense Copy center | | | 4,300.00 | .00 | 4,300.00 | 202.20 | .00 | .00 | 520.56 | 3,779.44 | 12 | 2,468.89 |
| 5601.450 | Intra-county expense Departmental copiers | | | 2,552.00 | .00 | 2,552.00 | 212.67 | .00 | .00 | 1,063.35 | 1,488.65 | 42 | 845.00 |
| 5601.550 | Intra-county expense Document center | | | 286.00 | .00 | 286.00 | 10.81 | .00 | .00 | 94.01 | 191.99 | 33 | 115.82 |
| 5700 | Contracted services | | | 2,500.00 | .00 | 2,500.00 | .00 | .00 | .00 | 146.25 | 2,353.75 | 6 | 285.00 |
| 5706 | Temporary replacement help | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5708 | Professional services | | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| 5714 | Accounting and auditing | | | 78,500.00 | .00 | 78,500.00 | .00 | .00 | .00 | 29,000.00 | 49,500.00 | 37 | 77,300.00 |

19a



Board of Supervisors

Through 05/31/16
Prior Fiscal Year Activity Included
Detail Listing

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | Encumbrances | YTD Transactions | YTD Transactions | Budget - YTD Transactions | % used/ Rec'd | Prior Year Total |
|---------------------------|----------------------------|---------------------|-------------------|---------------------|----------------------------|---------------|------------------|---------------------|---------------------------|---------------|---------------------|
| Fund 100 - GF | | | | | | | | | | | |
| EXPENSE | | | | | | | | | | | |
| Operating Expenses | | | | | | | | | | | |
| 5716.100 | Legal services Chargebacks | | | | | | | | | | |
| Operating Expenses Totals | | | | | | | | | | | |
| | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| | | \$156,437.00 | \$450.00 | \$156,887.00 | \$1,721.11 | \$0.00 | \$0.00 | \$81,082.90 | \$75,804.10 | 52% | \$133,122.16 |
| | EXPENSE TOTALS | \$574,524.00 | \$450.00 | \$574,974.00 | \$33,908.18 | \$0.00 | \$0.00 | \$243,258.24 | \$331,715.76 | 42% | \$548,963.32 |
| Fund 100 - GF Totals | | | | | | | | | | | |
| | REVENUE TOTALS | 574,524.00 | 450.00 | 574,974.00 | 47,868.67 | .00 | .00 | 239,813.35 | 335,160.65 | 42 | 552,474.87 |
| | EXPENSE TOTALS | 574,524.00 | 450.00 | 574,974.00 | 33,908.18 | .00 | .00 | 243,258.24 | 331,715.76 | 42 | 548,963.32 |
| | Grand Totals | \$0.00 | \$0.00 | \$0.00 | \$13,960.49 | \$0.00 | \$0.00 | (\$3,444.89) | \$3,444.89 | | \$3,511.55 |
| Grand Totals | | | | | | | | | | | |
| | REVENUE TOTALS | 574,524.00 | 450.00 | 574,974.00 | 47,868.67 | .00 | .00 | 239,813.35 | 335,160.65 | 42 | 552,474.87 |
| | EXPENSE TOTALS | 574,524.00 | 450.00 | 574,974.00 | 33,908.18 | .00 | .00 | 243,258.24 | 331,715.76 | 42 | 548,963.32 |
| | Grand Totals | \$0.00 | \$0.00 | \$0.00 | \$13,960.49 | \$0.00 | \$0.00 | (\$3,444.89) | \$3,444.89 | | \$3,511.55 |

19a

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: June 30, 2016

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Monthly Status Update (June 1 – June 30, 2016)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. Completed (Schenck): External Asphalt Plant Analysis
 - b. In-progress: Assist the Clerk of Courts in the review of related revenue and expense accounts
 - c. In-progress: Purchasing Card (P-Card) Audit
 - d. In-progress: 2017 County Board Office Budget
2. Standard Monthly Duties
 - a. Review of the County Board's monthly financial statements (May 2016)
 - b. Review of the Clerk of Courts monthly bank reconciliation
 - c. Preparation and review of the monthly Bills over \$5,000 Report
3. Standard Quarterly Duties
 - a. Audit Follow-Up
 - i. Internal (Attachment A)
 1. Highway Department
 - a. Issue Extended – One (1)
 2. Brown County Golf Course – Administration
 - a. Issues Closed – Two (2)
 3. Treasurer
 - a. Issues Closed – Six (6)
 4. Treasurer – Administration
 - a. Issue Extended – One (1)
 - ii. External (Attachment B)
 1. Community Programs
 - a. Issue Closed – One (1)
 2. Human Resources/Administration
 - a. Issue Extended – One (1)
4. Other Miscellaneous Activities
 - a. Inquiries/Questions from Board Supervisor's/Department Head's

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

19b

**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
Master List
Updated: June 30, 2016**

Attachment A

| Source | Issue | Recommendation | Responsible Area | Management Response | Updated Management Response / Follow-Up Performed | Next Follow-Up Date |
|--|--|--|--------------------|--|--|---------------------|
| Purchasing Function Audit - Highway Department | The Highway Department lacks a formal Purchasing Policy. In addition, written purchasing procedures were not in place. | Highway management should develop and implement a Purchasing Policy that reflects and supports the purchasing activities within the department. This policy should also ensure that adherence to state statutes. Brown County's Code of Ordinances and management's intentions is maintained. Policy approval should also be obtained from the appropriate committee (County Board and/or Subcommittee) and the Highway Commissioner. Highway management should also strengthen existing controls by enhancing the written procedures currently in place. If appropriate, such procedures should be incorporated into the written Purchasing Policy. | Highway Department | <p>We agree; the Department follows State Statutes and the County's ordinances in regards to purchasing. The Department's formal purchasing procedure is to continue following Chapter 83 of State Statutes. We agree that procedures could be more formally documented and as priorities and resources permit, the Department will make an effort to formalize procedures.</p> <p>The Highway Division (HD) will formalize its purchasing procedures to address internal controls, LEAN efficiencies and compliance with State Statutes. This will cover use of purchase orders, contract authorizations, vendor qualifications and "public work" purchases. The HD will outline current procedures, document those procedures, and identify weaknesses. Each procedure will be formalized and maintained in a manual including a procedure to add or modify the manual. All procedures will assure state compliance. The County's Purchasing Policy will be utilized as a starting point in the development of a Highway Purchasing Policy. This review will take place during the first quarter of 2015 with finalization anticipated by 09/30/15. To determine progress, Internal Audit will follow-up and report on any advancement of this policy as of 03/31/15. 05-31-15 Update: Progress surrounding the Highway Department's purchasing procedures have been delayed due to the absence of the Public Works Director. Revised targeted implementation date: 06-30-15. 06-30-15 Update: Per Paul Van Nieu, Public Works Director, the department has initiated a purchasing policy by editing the formal followed by the county's purchasing department. In addition, the county's policy will be attached and completed. Anticipated completion date: 08-31-15. 08-30-15 Update: With the recent departure of the Public Works Director the completion and completion of this issue will be dependent on the hiring of a new Public Works Director. Revised targeted implementation date: 03/31/16. 03-15-16 Update: Progress on this issue continues to lag due to unfilled senior level management positions. To help facilitate this process the department will be utilizing a consultant to assist them in policy formation. Revised implementation date: 06/30/16.</p> | <p>06-28-16 Update: On May 9, 2016, a "kick-off" meeting was held to address the potential development and implementation of a Highway department purchasing policy. During this meeting individual tasks were identified and assigned. However, progress on these tasks has been minimal. Revised implementation date: 12/31/16.</p> | 12/31/16 |

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
Master List
Updated: June 30, 2016

Attachment A

| Source | Issue | Recommendation | Responsible Area | Management Response | Updated Management Response / Follow-Up Performed | Next Follow-Up Date |
|--|---|---|------------------|--|---|---------------------|
| Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service) | Insurance documents obtained by the County to support contractual requirements were absent or inadequate. | Management should develop and implement procedures to ensure that all required insurance coverages are obtained from third parties and reviewed for compliance. This practice will help to reduce any potential risk to the County for non-compliance. In addition, compliance should be maintained throughout the contract term and periodically verified. | Administration | <p>Management agrees with the recommendation. Administration will not close any awarded contract unless a compliant certificate of insurance has been received. Purchasing solicitation templates have been updated to include the following language: Awarded vendor is required to provide a certificate of insurance within three (3) business days of receiving the 'Intent to Award' notice. Certificates of insurance are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, PO Box 23600, Green Bay, WI 54305-3600 or emailed to BC_Administration_Purchasing@brown.wi.us throughout the contract term. The professional and non-professional services contract templates have been updated to include the following language: Certificates of insurance are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, PO Box 23600, Green Bay, WI 54305-3600 or emailed to BC_Administration_Purchasing@brown.wi.us throughout the contract term. Administration will maintain a Vendor Certificate of Insurance Listing Excel spreadsheet with vendor name, insurance effective and expiration dates, coverage limits, etc. If certificates are not received timely, Administration staff will contact the vendor for an updated compliant certificate. Administration will train County staff on Administrative Policy A-5 Purchasing requirement that County departments Obtain Certificates of Insurance (if one is not already on file) from any vendor performing a service on County property for purchases less than \$10,000. The training will take place by quarterly emails issued to Logistics purchasing emailers and approvers and in the Purchasing 101 curriculum. Targeted implementation Date: December 31, 2015</p> | <p>Compliance with the requirement to obtain a certificate of insurance when the vendor will have a physical presence at a County facility needs additional improvement. An audit by Administration of purchase orders for less than \$10,000 by departments where a vendor had a physical presence indicated a significant number of departments either 1) did not request a certificate prior to issuing the purchase order or 2) requested and received the certificate but did not provide a copy to Administration. Additional education and follow-up is necessary. The Purchasing 101 course was offered in 2015 with less than 20 in attendance. In 2016, the Purchasing 101 course will be available on YouTube. This will be required training for purchase order enterers, approvers and department heads. Each will need to provide an acknowledgment that they completed the training and understanding the requirement. The expectation of obtaining a certificate of insurance will be added to and highlighted in the Logistics PO enterer and approval training offered throughout the year as new employees are hired or employees take on additional responsibilities. This is normally hands on training but it may be beneficial to have this training on YouTube as well for refresher training. Administration will send out emails at least quarterly specifically dealing with this requirement, provide information on where the current list of certificates can be viewed and indicate a purchase order should not be sent to the vendor unless a compliant certificate is received. The requirement is included in the PO Terms and Conditions available online. Revised implementation date: 06/30/16</p> | Closed |

19b

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
Master List
Updated: June 30, 2016

Attachment A

| Source | Issue | Recommendation | Responsible Area | Management Response | Updated Management Response / Follow-Up Performed | Updated Management Response / Follow-Up Performed | Next Follow-Up Date |
|--|--|---|------------------|--|---|---|---------------------|
| Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service) | A small number of purchases made by the County included sales tax. | Management should develop and implement a procedure to ensure that purchases are reviewed, prior to payment, for potential sales tax charges. In addition, if exceptions are later identified, steps should be taken to recover any sales tax paid. | Administration | <p>Management agrees with the recommendation. Administrative Policy A-11 Purchasing Card states: All purchases from Wisconsin vendors are exempt from Wisconsin sales tax (some out-of-state vendors will honor the Wisconsin tax exempt status as well). It is the cardholder's responsibility to ensure that tax is not charged on these purchases. The County's Tax Exempt ID number is printed on the bottom of each P-Card, and the cardholder must notify the vendor when making a purchase that the County is a tax exempt entity. Administration will train County staff on Administrative Policy A-11 Purchasing Card on the requirement that P-Card holders are responsible to ensure that tax is not charged on Wisconsin purchases. If a Wisconsin vendor charges sales tax, it is the cardholder's responsibility to request the vendor remove the taxes charged on the P-Card purchase. If needed, a Sales Tax Exemption Certificate is available on the Purchasing intranet site. The training will take place by emails issued quarterly to P-Card holders and approvers and in the Purchasing 101 curriculum. Cardholders will be instructed to indicate in the "Expense Description Field" in the J.P. Morgan Chase website that the purchase including tax resulted in an overall savings to the County. This would not relieve the cardholder from the duty to request a credit; unless the tax paid was immaterial. Targeted Implementation Date: December 31, 2015</p> | <p>A new feature within Chase Smart Data Online allows the P-Card holder and approver during their review process to verify whether or not tax instructions are available on the intranet. The P-Card holder is instructed to contact Wisconsin vendors and request a credit. A sales tax exemption form is available online to provide to the vendor. In addition, Accounts Payable reviews P-Card statements monthly and forwards any statement with issues to Administration for follow-up. Administration contacts the P-Card holder and provides instructions on proper procedures. P-Card training is provided to the P-Card holders and approvers addresses the sales tax issue. P-Card training is hands-on. Offering this training on YouTube as a refresher is a goal for 2016. Revised implementation date: 06/30/16</p> | <p>06-27-16 Update: Accounts Payable reviews 100% of P-Card documentation and informs items. Purchasing investigates and contacts each cardholder that had a questionable purchase or paid sales tax on an item and explains what needs to be done to correct. The work instructions have been updated on how to verify whether sales tax was charged, contacting vendors and providing a sales tax exemption form to the vendor. Chase Smart Data Online has a separate field that shows whether or not sales tax was charged. The field is not 100% accurate but it is a clue for the cardholder and approver to check the paper receipt. All new cardholders during their hands-on training are instructed to provide their P-Card approver the actual statement and receipts so they can check that sales tax is not being paid but also verify that all items purchased are legitimate business expenses. Purchasing is working on WebEx training that will be converted to YouTube videos to provide an independent learning opportunity for those employees that need refresher training. Issue deemed closed.</p> | Closed |

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
Master List
Updated: June 30, 2016

Attachment A

| Source | Issue | Recommendation | Responsible Area | Management Response | Updated Management Response / Follow-Up Performed | Next Follow-Up Date |
|---|---|--|------------------|--|--|---------------------|
| Monetary Receipts, Disbursements and Deposits Audit - Treasurer | Access to cash drawers was not restricted. | Management should adhere to the internal controls established within existing departmental and county policies/procedures by restricting access to each cash drawer to one individual. Staff should also utilize readily available locks found on each cash drawer to restrict access when away from their workstation. | Treasurer | Management agrees with recommendation. All cash drawers have received new special security cylinders with High Security "keys" that can only be removed from the drawer cylinder if the drawer is in the locked position. Key cylinder replacement was performed on December 21, 2015. Also, the department will create an additional cash drawer, which will eliminate the need to have multiple employees share a single cash drawer during peak tax collection periods. Each staff member has been assigned a drawer and is responsible for their cash as assigned. Targeted implementation date: May 31, 2016. | Key cylinder cash drawer replacement was verified by Internal Audit. In addition, on June 10, 2016, an additional cash drawer was established eliminating the need for multiple employees to access all cash drawers. This drawer is maintained by the Financial Specialist. Issued deemed closed. | Closed |
| Monetary Receipts, Disbursements and Deposits Audit - Treasurer | Dual control over money received through the mail was not maintained nor was a listing of money received prepared. | Management should adhere to the internal controls established within existing county policies/procedures. This includes the implementation of procedures to ensure that dual control over mail opening activities are maintained at all times. This could be achieved by ensuring that all mail opening activities are conducted in the open and in the presence of other employees within the department. A list of money received through the mail should also be prepared and maintained. | Treasurer | Management agrees (partially) with recommendation. Mail opening equipment will be moved to a location that ensures visibility by all employees. If relocation is not feasible, a camera will be installed in the equipment room and mail opening activities periodically reviewed for impropriety. Targeted implementation date: June 30, 2016. | During a walk-through on June 27, 2016, Internal Audit noted that the mail opening equipment is visible to other employees thus ensuring that mail opening activities are conducted in the open. Issue deemed closed. | Closed |
| Monetary Receipts, Disbursements and Deposits Audit - Treasurer | Dual control over tax payments received via drop box was not maintained nor was a listing of money received prepared. | Management should adhere to the internal controls established within existing county policies/procedures. This includes the implementation of procedures to ensure that dual control over drop box collection is maintained at all times. This could be achieved by ensuring that two individuals participate in the collection of drop box material and that subsequent mail opening activities are conducted in the open and in the presence of other employees within the department. A list of money received through the drop box should also be prepared and maintained. | Treasurer | Management agrees (partially) with recommendation. Going forward, two employees from the Treasurer's office will be responsible for opening and retrieving items placed in the drop box. Targeted implementation date: April 30, 2016. | Management has indicated that two employees are responsible for opening and retrieving items placed in the drop box, thus ensuring that dual control is maintained. Issue deemed closed. | Closed |

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
Master List
Updated: June 30, 2016

Attachment A

| Source | Issue | Recommendation | Responsible Area | Management Response | Updated Management Response / Follow-Up Performed | Next Follow-Up Date |
|---|---|---|------------------|---|---|---------------------|
| Monetary Receipts, Disbursements and Deposits Audit - Treasurer | Access over blank deposit slips was not adequately controlled. In addition, deposit slips were not pre-numbered. | Management should strengthen existing controls by ensuring that available security measures (lockable filing cabinets) are functional and utilized as intended. This practice will restrict deposit slip access and reduce account information availability. In addition, management should consider the use of pre-numbered deposit slips when ordering deposit slips in the future. | Treasurer | Management agrees with recommendation. The Treasurer's Staff researched the availability of sequentially numbered deposit slips with ULID (unique identifier) numbers. This product was not available from the County's long-time supplier JPMorgan Chase. However, a different supplier (Deluxe) was contacted and agreed to number deposit slips sequentially and to identify the deposit source (i.e., department). This enhancement should help to facilitate the monthly reconciliation process. Also, by utilizing a promotional coupon (50%) a decision was made to provide and pay for all department deposit slips that send their deposits to the Treasurer's department. All deposit slips held in the Treasurer's office are kept in a locked desk drawer or the vault. Targeted implementation date: April 30, 2016. | During a walk-through performed on June 27, 2016, Internal Audit noted that the supply of deposit slips has been relocated and secured in the Vault Room. Issue deemed closed. | Closed |
| Monetary Receipts, Disbursements and Deposits Audit - Treasurer | Access over blank check stock was not adequately controlled. In addition, the register used to document check stock usage contained errors. | Management should strengthen existing controls over blank check stock by securing check stock in a locked room and restricting access to Treasury department employees only. Management should also consider modifying the register used to record check usage to include an area for the initials of the individual recording stock usage and for comments to address potential exceptions (e.g., voided checks, out of sequence issuance, etc.). To further strengthen this control, an independent review should be performed periodically to verify the registers accuracy and to ensure that blank check stock is used sequentially. | Treasurer | Management agrees with recommendation. The Treasurer's Department has strengthened existing controls over blank check stock by securing AP check stock in the Vault Room. Access, via keypad, is now restricted to Treasurer Staff only. In addition, management and the Financial Specialist will modify the register used to record check usage to include a column for the initials of the individual recording stock usage and a column for comments to address potential exceptions (e.g., voided checks, out of sequence issuance, etc.). To further strengthen this control, an independent review will be performed by the Treasurer or Deputy Treasurer to verify the register's accuracy and to ensure that blank check stock is used sequentially. Targeted implementation date: April 30, 2016. | During a walk-through performed on June 27, 2016, Internal Audit noted that the blank check stock has been relocated and secured in the Vault Room. In addition, the register used to record check usage has been modified to include a column for comments and to address potential exceptions. Issue deemed closed. | Closed |

196

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
Master List
Updated: June 30, 2016

Attachment A

| Source | Issue | Recommendation | Responsible Area | Management Response | Updated Management Response / Follow-Up Performed | Next Follow-Up Date |
|---|---|---|------------------|---|--|---------------------|
| Monetary Receipts, Disbursements and Deposits Audit - Treasurer | Cash on Hand was changed without Administration's knowledge or authorization. | While the difference between Administration and the Treasurer's Cash on Hand records were immaterial management should develop and implement procedures to ensure that specialized funds are held to the same standards (internal controls) as other funds maintained within the department. Management should also consider the establishment of a separate cash over/short account to account for payments received in excess/under \$2 00. Implementation of these practices would help to ensure that adequate internal controls are in place over all cash funds. | Treasurer | Management agrees with recommendation. Administration has been contacted to ensure that the Treasurer's Cash on Hand records now agree with Administration. In addition, the Treasurer, working in conjunction with Administration, will establish a separate cash over/short account to record all overages/shortages. Elimination of the "extra" cash drawer will also occur. Targeted implementation date: April 30, 2016. | Internal Audit verified that the Treasurer's Cash on Hand records agree with Administration's records and that a cash over/short account has been established. In addition, the "extra" cash drawer has been eliminated and replaced with a change drawer to assist the department. Issue deemed closed. | Closed |

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
Master List
Updated: June 30, 2016

Attachment A

| Source | Issue | Recommendation | Responsible Area | Management Response | Updated Management Response / Follow-Up Performed | Next Follow-Up Date |
|---|---|--|------------------|---|--|---------------------|
| Monetary Receipts, Disbursements and Deposits Audit - Treasurer | Cash on Hand was changed without Administration's knowledge or authorization. | Administration should develop and implement a written policy/procedure to guide the County in establishing a Cash on Hand fund within departments. (Note: Utilization of existing Administrative Policy A-6: Petty Cash Funds should be considered in developing this policy/procedure.) | Administration | Management agrees with recommendation. A Cash on Hand policy will be developed and implemented by Administration to guide Brown County Departments in the establishment of Cash on Hand. Targeted implementation date: June 30, 2016. | A Cash on Hand policy has been drafted by Administration and is awaiting review/approval by the Director of Administration. Revised targeted implementation date: 09/30/16 | 09/30/16 |

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (External)
Master Listing
Update: June 30, 2016

Attachment B

| Source | Area | Finding | Recommendation | Management Response | Follow-Up Performed | Targeted Completion Date: |
|--------------------------------------|--------------------|--------------------------------|---|--|---|---------------------------|
| Management Communications (12/31/14) | Community Programs | Financial Reporting Procedures | We (Schenck) recommend Community Programs continue to enhance its financial procedures, especially in forecasting operating results and anticipated surplus or deficit throughout the year. | <p>The Human Services Department has begun closely monitoring fiscal forecasts for calendar year 2015. With the late implementation of Family Care in Brown County during 2015, these fiscal projections are of even more importance to help ensure the department coming in as budgeted. The Human Services Finance Manager will be a key individual in this process. We will continue to develop the necessary internal controls, procedures, and timelines to (a) allow for accurate and timely cost billings to other agencies, as well as (b) provide timely account reconciliations and fiscal projections to allow management to adhere to authorized departmental budgets.</p> | <p>12/15/15 Update: Human Services has developed a new model for year-end projections which the department plans to use going forward. This model summarizes YTD financial statement information and analyzes it for each major revenue source and major expense type to create projections for CTC along with each of the operational units within CP (Administrative, Economic Support, Children Youth & Families, Birth to 3, Children's Long-Term Support, Long-Term Care and Adult Behavioral Health). The individual units within CP are then summarized to create a consolidated projection for CP. <i>Note: Additional follow-up will be performed in May 2016 to determine compliance/achievement.</i> 06-28-16 Update: During the first part of 2016, Human Services has implemented procedures for estimating and accruing outstanding purchased service invoices at month end, along with starting a process for month end payroll and fringe benefit expense accruals. Also, revenues are analyzed at month end with estimates accrued based on annual state contract amounts, grant agreements, actual YTD entries and budget projections. With these changes, year-to-date financial statement revenues and expenses can now be reasonably extrapolated to estimate annual results for each operating unit of the department and for the department as a whole. The Human Services department also plans to continue using the year-end projection model developed for 2015 with first 2016 full year projection created during the budgeting process for 2017. Issue deemed closed.</p> | Closed |

19b

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (External)
Master Listing
Update: June 30, 2016

Attachment B

| Source | Area | Finding | Recommendation | Management Response | Follow-Up Performed | Targeted Completion Date: |
|--------------------------------------|----------------------------------|--|--|--|--|---------------------------|
| Management Communications (12/31/14) | Human Resources / Administration | Payroll Liability Accounts and Payroll Reconciliations | We (Schenck) recommend that the County review their current procedures for payroll liability areas and determine who is responsible for certain payroll reconciliations and a timeline on when they will be completed. | <p>The Human Resources Department is working to ensure that payroll liability accounts in the general ledger are reconciled at least annually. For those liability accounts with more activity and/or penalties for late submissions, this reconciliation task will be increased to either quarterly or monthly. The Finance Department will endeavor to assist with these tasks as needed. The Finance Department will work with the Human Resources Department to develop a timeline for reconciliations that Human Resources should follow.</p> | <p>12/01/15 Update: A checklist was developed for year-end 2014 and will be updated and utilized in 2015. Checklist includes the following: required journal entries for year-end, reconciliation of payroll liabilities at year-end between general ledger and vendor statements/payroll deduction records and required documentation regarding journal entries for OPEB accruals and claim lag reports for health/dental liabilities. <i>Note: Additional follow-up will be performed in May 2016 to determine compliance/achievement. 06-15-16</i></p> <p>Update: A number of payroll liability accounts have been "cleaned up" by Administration. In addition, Administration has determined that account reconciliation, through the short-term disability fund, is beneficial and will transition to this approach in 2016. Additional follow-up to determine progress will be conducted in December 2016.</p> | 12/31/16 |

19.b

WISCONSIN SURPLUS ONLINE AUCTION

202 W. Front Street – PO Box 113
Mount Horeb, WI 53572
608-437-2001
Sellers Permit/Tax ID: 456-1028844448-04
FEIN: 39-1982769

Invoice

#160630-62948-22
06/30/2016

Kevin Adlebush
3197 mill rd
Greenleaf Wisconsin 54126

Phone: 920-246-2017
Email: kevinadlebush@yahoo.com

--PAYMENT DEADLINE: 5pm on July 19, 2016 -- You will lose your bidding number if not paid on time --

Online Auction #16409-22 - Brown County, Wisconsin - Tax Delinquent Real Estate - You are a winning bidder. Please contact Wisconsin Surplus prior to the above payment deadline to make payment arrangements.

1. Payment Methods:

- o Send guaranteed checks to Wisconsin Surplus, PO Box 113, Mount Horeb WI 53572.
- o Wire Transfer Directions available upon request.
- o Pay at our Office in Mount Horeb Via Cash, Guaranteed Check or Money Order
- o Credit card, PayPal, Personal & Business Checks are **NOT** acceptable forms of payment - no exceptions

2. General Contact:

County Contact: Brown County Treasurer's Office at (920) 448-4074 or BC_Treasurer@co.brown.wi.us

3. Deed Transfer Contact:

County Contact: Brown County Treasurer's Office at (920) 448-4074 or BC_Treasurer@co.brown.wi.us

Deed Transfer: You must notify the Brown County Treasurer's Office in writing (Fax, Email, Mail) as to who will be the owner of record for the property - So the Brown County Treasurer's Office can have the deed drafted properly. Please contact the Brown County Treasurer's Office with any questions related to the deed transfer.

Note: Once payment is received Wisconsin Surplus will notify Buyer and Seller. After payment notification buyer is to contact the Brown County Treasurer's Office and relay to him/her in written form any and all required deed transfer information. At which point all required information is received by the Brown County Treasurer's Office he/she will begin the deed transfer process.

| Bidder | Item | Qty | Description | Tax | Amount |
|--------|------|-----|---|------|---------|
| 62948 | M147 | 1 | Vacant 0.225 Acre Lot in the Town of Morrison, WI - Address: <u>3195 Mill Road, Greenleaf, WI 54126</u> - County Map: <u>Brown County GIS Mapping</u> - Land Records: <u>Brown County Land Records</u> - Municipality: Town of Morrison - Parcel ID: M-147 - Opening Bid: 5933 - Acres: 0.225 Acre - Lot Dimensions: Irregular - Zoning: A - RESIDENTIAL - Contact county and local zoning agency for exact zoning. - Type of Access to Property: Off Public Roadway - School District: Depere - Structures On Property: None (Note: Previous Building was Removed) - Bidders should check with the Town of Morrison Zoning Administrator (920) 864-2388 to determine if parcel is buildable for bidder's intended purpose. Brown County provides no assurance of property condition or buildability. Bidder must do all due diligence prior to bidding. - Property Vacant: Yes - Bidders should check with the Town of Morrison Zoning Administrator (920) 864-2388 to determine if parcel is buildable for bidder's intended purpose. Brown County provides no assurance of property condition or buildability. Bidder must do all due diligence prior to bidding. - Property Clear of previous owner's personal property: Buyer is responsible for removal of any and all personal property, if any - Legal Description: 0.225 AC M/L - PART OF SE1/4 SE1/4 SEC 7 T21N R21E COM 1.21 CHS W OF SE COR N 2 CHS W 1CH S 2 CHS E 1 CH TO POB & PART IN 1044 R 122 EX RD - Title Type: Quit Claim Deed - Deed Transfer Fee: 30 - Title Transfer Terms: Deed will be issued upon payment in full and payment of 2015 Real Estate Taxes of \$199.60. - Clear Title: No abstract, title insurance, or survey will be provided by the seller. The winning bidder is responsible for recording fees, taxes, special assessments and special charges etc., if any – as provided in Wis Stat. 75.521(8), (Wisconsin Statutes 2009-2010). Bidders are encouraged to research title. - Estimated Yearly Taxes: Buyer will be responsible for 2015 Real Estate Taxes of \$199.60 and all future Real Estate taxes. | 0.09 | 8075.00 |

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- **Defects:** Buyer will be responsible for 2015 Real Estate Taxes of \$ 199.60 and all future Real Estate taxes.
- **Overall Condition:** Property is being sold "As Is". It is the bidder's responsibility to determine condition and any defects. Bidders are strongly encouraged to make personally inspection prior to bidding. Property is subject to all easements, right-of-way, and restrictions of record, if any. Brown County makes no representation or guarantee with respect to the use, condition, title, access or occupancy of the property. (Caution: Properties may be occupied and you may not be granted access by occupants)
- **County Contact:** Brown County Treasurer's Office at (920) 448-4074 or BC_Treasurer@co.brown.wi.us - 305 E Walnut St., Green Bay, WI 54301; Fax: (920) 448-6341
- Click on Photo or Item # for full Details

| | |
|---------------------|---------|
| Bid total: | 8075.00 |
| Premium: | 726.75 |
| Sub-total: | 8801.75 |
| Total: | 8801.75 |
| Balance Due: | 8801.75 |

Thank You for Bidding & Buying at www.WisconsinSurplus.com



202 W. Front Street -- PO Box 113
Mount Horeb, WI 53572
608-437-2001
Sellers Permit/Tax ID: 456-1028844448-04
FEIN: 39-1982769

Invoice

#160630-64073-22
06/30/2016

Vander Kinter Farms LLC
Lucas Vander Kinter
3554 Shadow Lane
Green Bay WI 54311

Phone: 920-371-3024
Email: lukev3024@gmail.com

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| Bidder | Item | Qty | Description | Tax | Amount |
|--------|--------|-----|--|------|---------|
| 64073 | ND2781 | 1 | <p>Vacant 0.558 Acre Rural Parcel in the Town of New Denmark, WI</p> <ul style="list-style-type: none">- Address: 6029 Benecke Rd, Denmark, WI 54208- County Map: Brown County GIS Mapping- Land Records: Brown County Land Records- Municipality: Town of New Denmark- Parcel ID: ND-278-1- Opening Bid: 2000- Acres: 0.558 Acre- Lot Dimensions: Irregular- Zoning: Contact county and local zoning agency for exact zoning.- Type of Access to Property: Off Public Roadway- School District: Denmark- Structures On Property: None - Bidders should check with the Town of New Denmark Zoning Administrator (920) 863-3886 to determine if parcel is buildable for bidder's intended purpose. Brown County provides no assurance of property condition or buildability. Bidder must do all due diligence prior to bidding.- Property Vacant: Yes - Bidders should check with the Town of New Denmark Zoning Administrator (920) 863-3886 to determine if parcel is buildable for bidder's intended purpose. Brown County provides no assurance of property condition or buildability. Bidder must do all due diligence prior to bidding.- Property Clear of previous owner's personal property: Buyer is responsible for removal of any and all personal property, if any- Legal Description: 0.558 AC M/L - PRT OF SE1/4 SW1/4 SEC 14 T22N R22E AS DESC 697 R 182 EX RD- Title Type: Quit Claim Deed- Deed Transfer Fee: 30- Title Transfer Terms: Deed will be issued upon payment in full and payment of 2015 Real Estate Taxes of \$130.60.- Clear Title: No abstract, title insurance, or survey will be provided by the seller. The winning bidder is responsible for recording fees, taxes, special assessments and special charges etc., if any -- as provided in Wis Stat. 75.521(8), (Wisconsin Statutes 2009-2010). Bidders are encouraged to research title.- Estimated Yearly Taxes: Buyer will be responsible for 2015 Real Estate Taxes of \$ 130.60 and all future Real Estate taxes.- Defects: Buyer will be responsible for 2015 Real Estate Taxes of \$ 130.60. Brown County provides no assurance | 0.09 | 7250.00 |

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of property condition or buildability. Bidder must do all due diligence prior to bidding.

- **Overall Condition:** Property is being sold "As Is". It is the bidder's responsibility to determine condition and any defects. Bidders are strongly encouraged to make personally inspection prior to bidding. Property is subject to all easements, right-of-way, and restrictions of record, if any. Brown County makes no representation or guarantee with respect to the use, condition, title, access or occupancy of the property. (Caution: Properties may be occupied and you may not be granted access by occupants)

- **County Contact:** Brown County Treasurer's Office at (920) 448-4074 or BC_Treasurer@co.brown.wi.us - 305 E Walnut St., Green Bay, WI 54301; Fax: (920) 448-6342

- Click on Photo or Item # for full Details

| | |
|---------------------|---------|
| Bid total: | 7250.00 |
| Premium: | 652.50 |
| Sub-total: | 7902.50 |
| Total: | 7902.50 |
| Balance Due: | 7902.50 |

Thank You for Bidding & Buying at www.WisconsinSurplus.com